



## DataMasterPlus Boston

### MLSPIN Tutorial

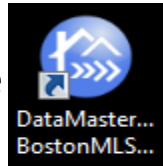
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# Starting a Report with DataMaster



1. Double-click the icon on your Desktop to open DataMaster.

2. On the **Report Settings** screen in DataMaster, select the **Profile** and **Form**.  
For **UAD reports** - select **Profile: UAD** and a Form **with UAD** in the title

A screenshot of the DataMaster software interface. The "Report Settings" window is open, showing a sidebar with navigation options like "Subject Info", "Get Comparables", and "View Data". The main area is titled "Report Settings" and contains two dropdown menus: "Profile:" set to "UAD" and "Form:" set to "1004 UAD". Below these are four checkboxes for "Addenda": "Real Estate Owned (REO\_09)", "Real Estate Owned (REO)", "Listing Addendum", and "1007 Single Family Comparable Rent Schedule". A red oval highlights the "Profile" and "Form" dropdowns. At the bottom, there is a label "Enter Subject Information:" and a house icon.

For **non-UAD reports** - select **Profile: Default** and a Form **without UAD** in the title

A screenshot of the DataMaster software interface, similar to the previous one but for non-UAD reports. The "Report Settings" window shows the "Profile:" dropdown set to "Default" and the "Form:" dropdown set to "1004 (URAR-05)". The "Addenda" section remains the same. A red oval highlights the "Profile" and "Form" dropdowns. The "Enter Subject Information:" label and house icon are also present at the bottom.

# Importing Subject Data

1. Click the house icon to the right of **Enter Subject Information**:

File Customize Forms Settings Help Clear Property Data Profile: UAD Form: 1004 UAD Addenda

Report Settings

Subject Info

Get Comparables

View Data

Market Conditions

Help

Disclaimer

Report Settings

Profile: UAD

Form: 1004 UAD

Addenda:

- Real Estate Owned (REO\_09)
- Real Estate Owned (REO)
- Listing Addendum
- 1007 Single Family Comparable Rent Schedule

Enter Subject Information:

2. To retrieve the Subject property's information from MLS and/or public records:

a. **1. Enter the Data Source:**

i. Select **BostonMLSPIN MLS #** to search by MLS #

ii. Select **Boston Counties PID** to search using an APN/Tax ID #

b. **2. Enter the MLS / Tax Id:** Type the MLS # or APN, respective of Data Source

c. Click the middle button on the right, next to **Get Subject Data**:

File Customize Forms Settings Help Clear Property Data Profile: UAD Form: 1004 UAD Addenda

Subject Property Information

1. Enter the Data Source: BostonMLSPIN

2. Enter the MLS / Tax Id: 1234567

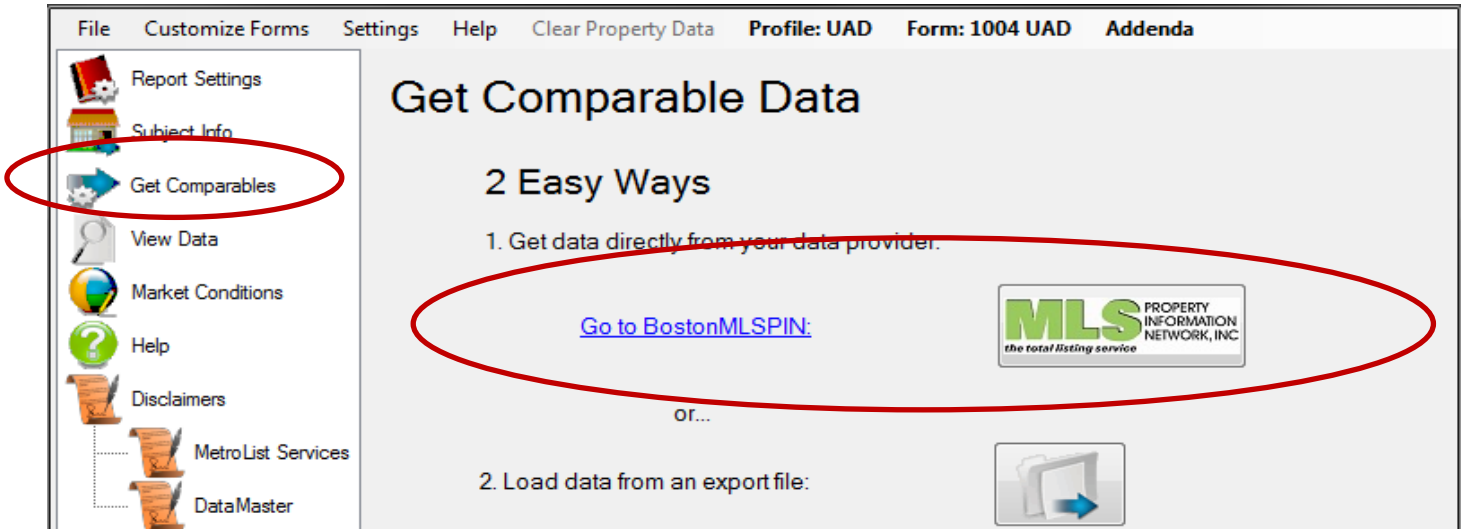
Subject Search:

Get Subject Data:

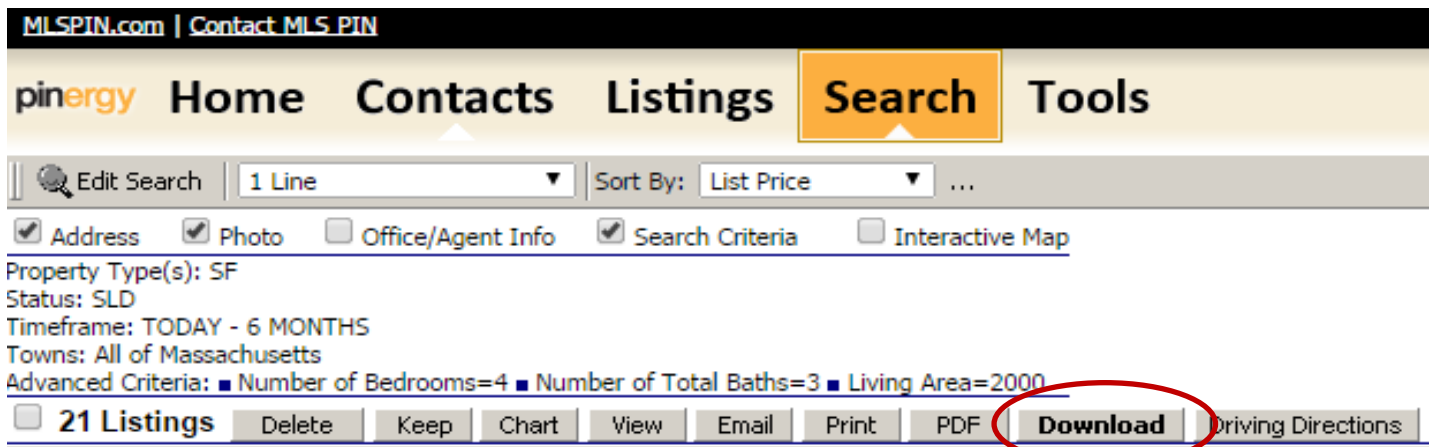
NEXT STEP  
Get Comparables:

# Importing Comparables from the MLS

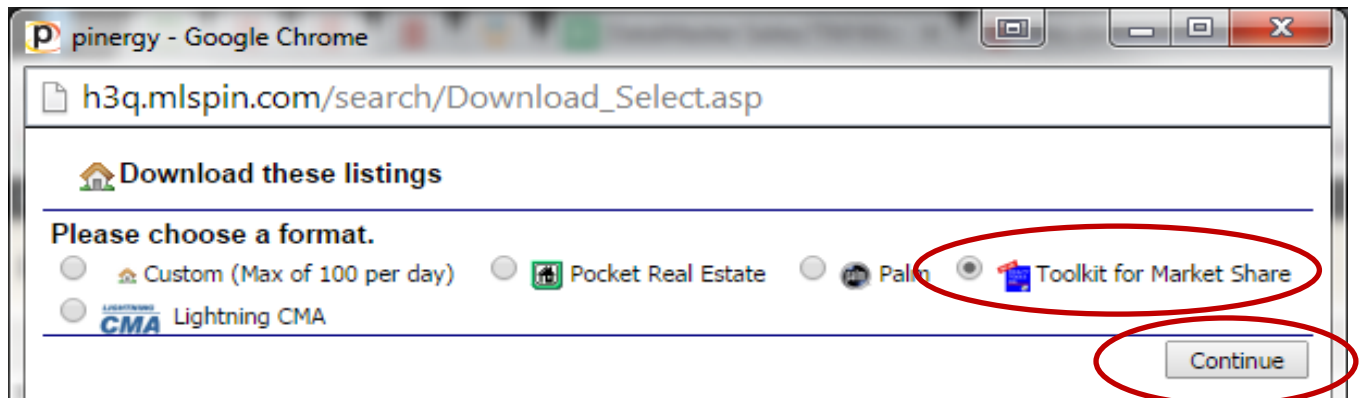
1. In DataMaster, click the **Get Comparables** button on the left-hand side.
2. Click the [Go To BostonMLSPIN:](#) link **OR** the MLS PIN button:



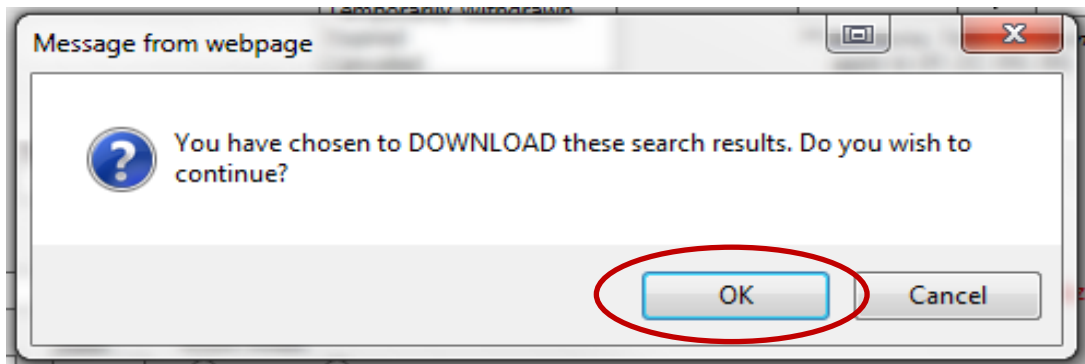
3. Log in to the MLS PIN website.
4. Set up a search using the parameters you normally would to find comparables.
5. Click the "Search Now" button to view the properties.
6. Select the properties you want to use by checking the boxes on the left-hand side of each listing.
7. Click the "Download" button in the top-middle area:



8. In the "Download these listings" window, select "Toolkit for Market Share" then click the "Continue" button:



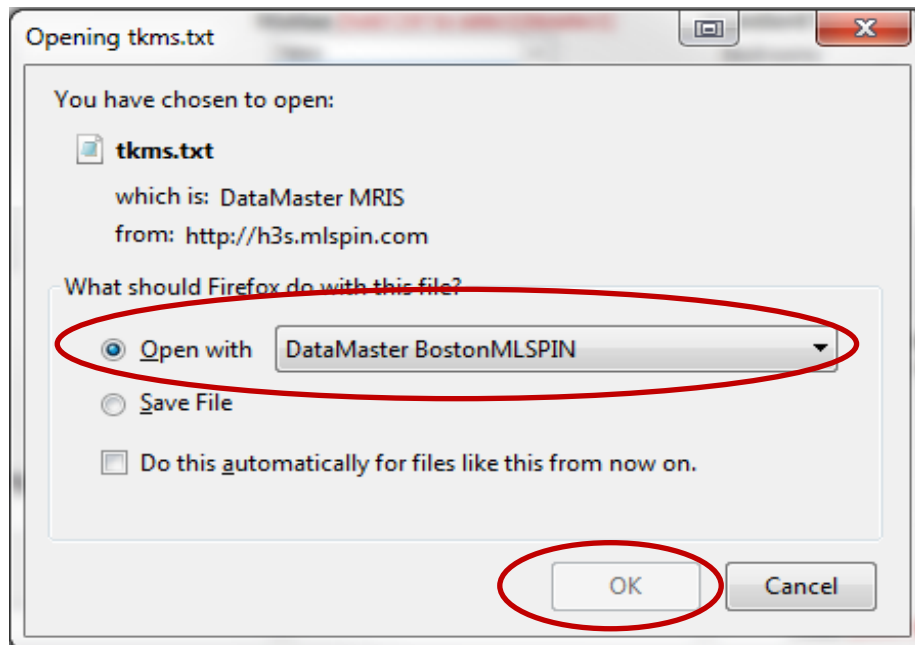
9. You'll receive a message, "You have chosen to DOWNLOAD these search results. Do you wish to continue?" Click OK



10. a. If you're using **Internet Explorer**, click "Open" in the yellow pop-up bar at the bottom of the screen:

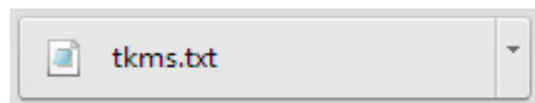


b. If you're using **Firefox**, choose to "Open with" DataMaster BostonMLSPIN then click OK:



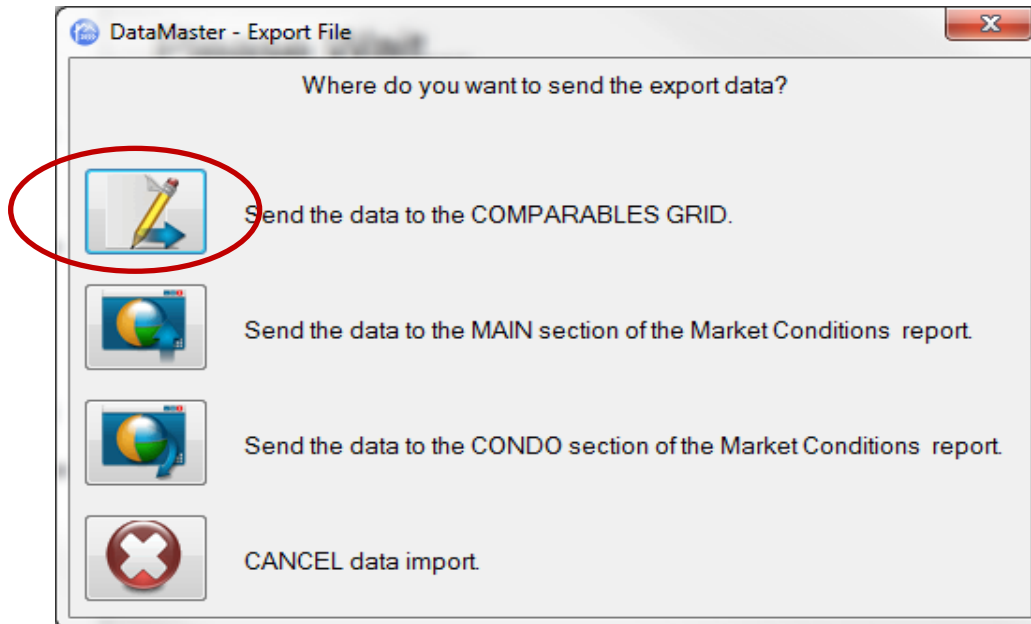
If DataMaster isn't there to select or it isn't working, try again by selecting "Other" from the dropdown box > "Browse" button > go to the C: Drive > Program Files (x86) > Market Data Service > DataMaster BostonMLSPIN > select the file labeled DataMaster BostonMLSPIN(.exe), then click OK

c. If you're using **(Google) Chrome**, click the button in the bottom-left corner:



Note: if the export file is opening in Notepad or Excel from Chrome, call us for help or use Internet Explorer or Firefox.

11. DataMaster will open - "Where do you want to send the export data?" Click the button to the left of **Send the data to the COMPARABLES GRID.**



## Loading Comparables Using MLS Numbers

As an alternative to exporting comps from the MLS, you can use the steps below if you'd prefer to type MLS numbers directly into DataMaster

1. Click the **View Data** button on the left-hand side of DataMaster.
2. In the **Data Source** dropdown box, select **BostonMLSPIN MLS #**:

The screenshot shows the DataMaster software interface. On the left-hand side, the 'View Data' button is circled in red. In the center, the 'Data Source' dropdown menu is open, and 'BostonMLSPIN MLS #' is selected and circled in red. The main window displays a table with columns for 'Subject', 'Comparable 1', and 'Comparable 2'. The 'MLS #' row is highlighted, and the 'Format Data' buttons for various fields are visible. At the bottom, there are buttons for 'Go to this page on start up', 'Print All Properties', 'Get Data', and 'Send To Report'.

3. Click in the **MLS #** line (directly below Data Source) and type the MLS #s in comp columns 1-9, respectively, for however many comps you have.
4. Towards the bottom-right-hand corner of DataMaster, click **Get Data**.
5. Your comps will load, it usually takes about 2-5 seconds per comparable.

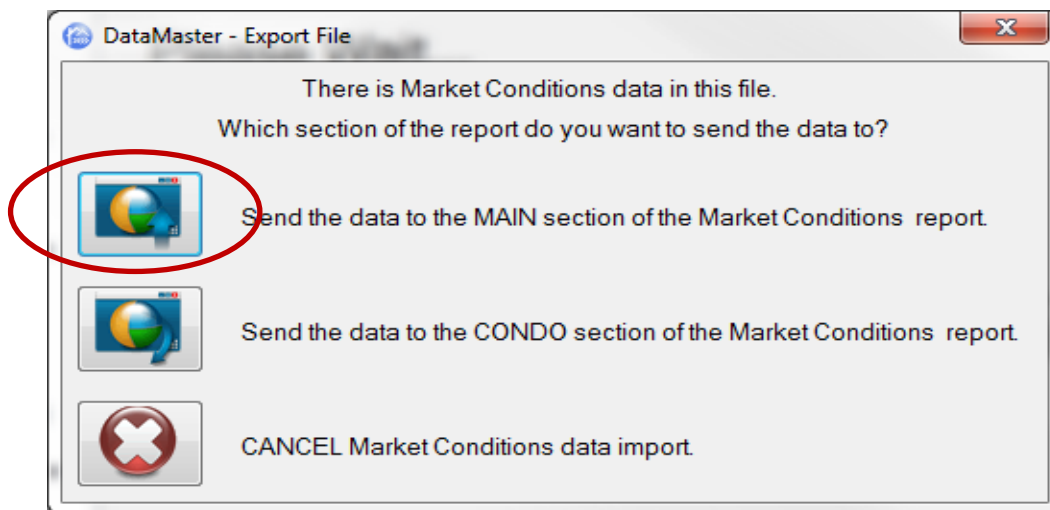


## Creating the 1004MC (Market Conditions) Report

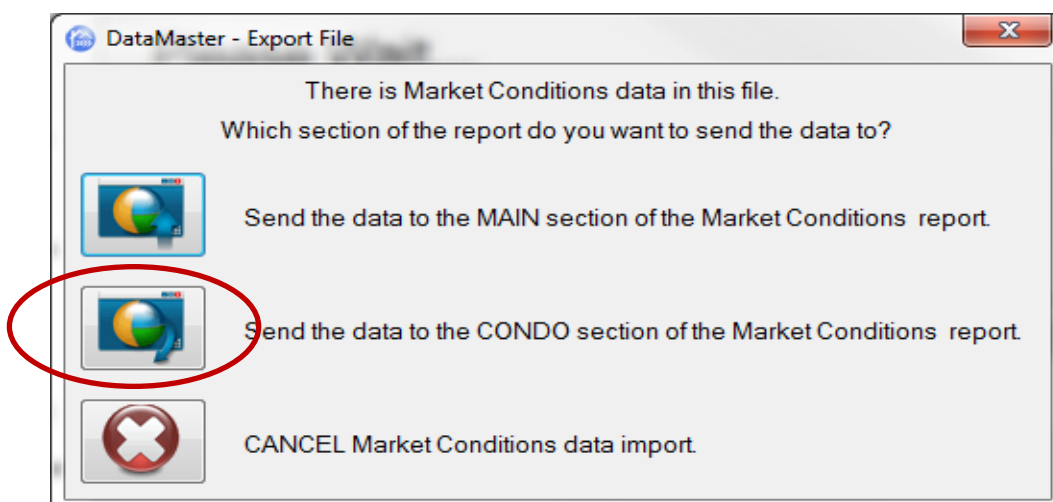
The 1004MC asks for an analysis of the competitive market area, not necessarily the neighborhood, surrounding the Subject property. So, you should search for properties that the buyer would consider as alternatives. You may to decide to search for all properties within the Subject's: school district, city, zip code, 1-mile radius, etc. You can also limit the search to a specific age-range of home, square footage, bedrooms, bathrooms, etc. DataMaster is able to sort properties by time period sold, expired, active, etc. As a basic recommendation, perform one search that will contain ALL properties you want to be calculated in your Market Conditions. Select at least both Active and Sold statuses, though you may include Pending, Contingent, Expired, Withdrawn, etc. and any other statuses you typically include in your search. Additionally, for any Status/Sold/Off-Market dates, go back one full year from the effective date of your report. Please note that DataMaster is unlike any other 1004MC solution because it's designed for the MLS PIN. DataMaster counts (to the extent possible) the number of sales that involved seller-paid concessions and the number of foreclosure/REO properties to create paragraphs of statistical data. You can edit/view the Market Conditions data used by DataMaster in the chart/grid before sending it to your appraisal report, if necessary. Click the [Data Grid \(Main\)](#) button in the left-hand margin of DataMaster - or the [Data Grid \(Condo\)](#) button for the condo section.

1. Log in to MLS PIN if you're not already.
2. Set up a search with the parameters you'd like to use for your Market Conditions.
3. Click the "Search Now" button to view the properties.
4. Select specific properties you'd like to use or use the check ALL button to use every property matching your search criteria.
5. Follow steps 7, 8 and 9 from the Importing Comparables section.  
(Download > Toolkit for Market Share > Continue > open file)

6. DataMaster will open - "There is Market Conditions data in this file. Which section of the report do you want to send the data to?" Click the button to the left of **Send the data to the MAIN section of the Market Conditions report.**



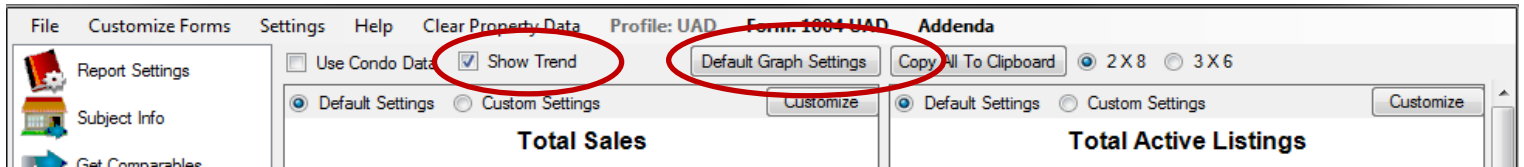
7. (Optional) If you're working on a condo and need the condo section of the MC filled out: modify the search criteria that you just used for the main section of the MC to search for just the Subject Condo's project/subdivision. Export that search using steps 7-10 from Importing Comparables section and then click the button to the left of **Send the data to the CONDO section of the Market Conditions report.**



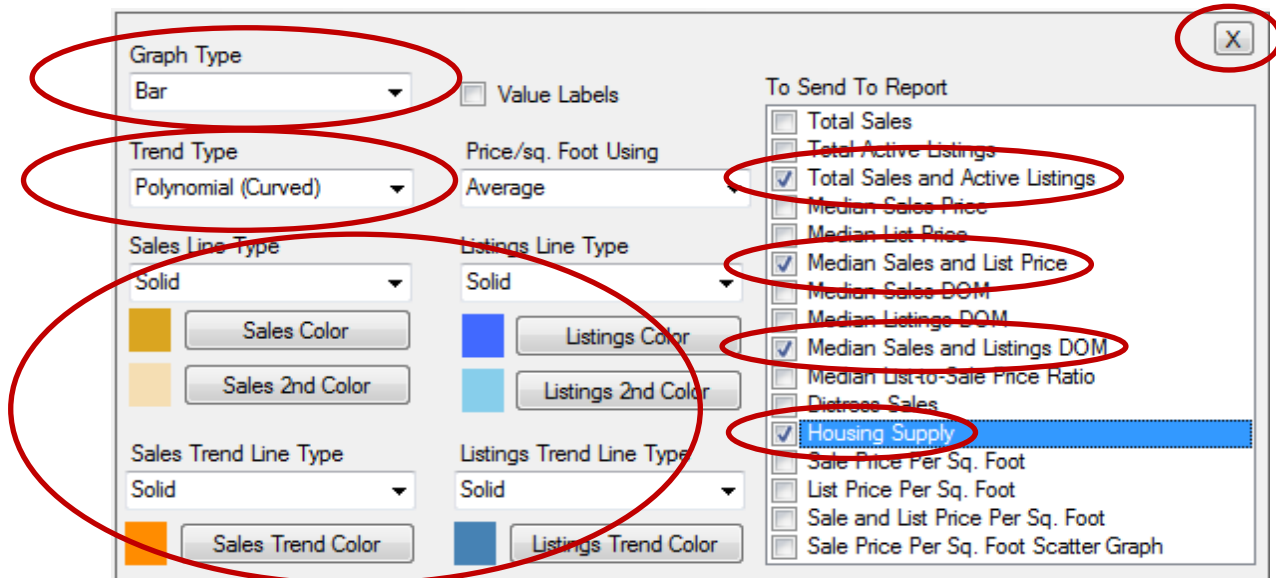
# Graphs for 1004MC

DataMaster has 16 different, customizable graphs that are optional to use and put into your report. They help support the Trends chosen in your MC and provide additional detail into each time period of the Market Conditions data.

1. Click the Graphs button in the left-hand side margin in DataMaster. The following steps below are what we typically recommend.
2. Click the "Show Trend" option checkbox towards the top of the screen, then click the "Default Graph Settings" button:



3. a. **Graph Type**: toggle between Bar and Line to see which you prefer.  
b. **Trend Type**: toggle between Linear and Polynomial to see which you prefer.  
c. Change the colors and line options if you prefer.  
d. Select the graphs you want to use (we recommend 4 total):
  - i. Total Sales and Active Listings (combination graph)
  - ii. Median Sales and List Price (combination graph)
  - iii. Median Sales and Listing DOM (combination graph)
  - iv. Housing Supply
5. Click the small X button in the upper-right corner to close the Settings box.



## Exporting (Sending) Data to Your Appraisal Software

1. Be sure you're on either the View Data, Market Conditions, Graphs, Data Grid (Main) or Data Grid (Condo) buttons within DataMaster, in the left-hand margin.
2. Click the button labeled "**Send To Report**" in the bottom-right-hand corner.
3. You'll be prompted with prior sales deeds and/or prior deed transfers. There will be one window for the Subject property, then one window for each comparable. This information (if selected) will be placed in the prior sales fields at the bottom of your comparables grid in your report. If you'd like to use a prior sale, check the box on the left-hand side of the deed transfer, then click "**Use selected information.**"  
If you don't need any of the deeds, click "**Do not use public records data for this.**"
4. You'll be prompted with DataMaster's Exceptions Report. Review the information provided. DataMaster looks for differences between public records and MLS data, this is typically things such as bedroom count, bathroom count, square feet, etc. You can **print** the report if you'd like or click "**Copy Exceptions to Clipboard**" and then paste the report information in an addendum or other document.
5. Click the "**Continue With Import**" button.
6. Type the Subject's house number, e.g., 123 Main St - type 123
7. You're now prompted with your appraisal software's importing options.
  - a. For **WinTOTAL Aurora**:
    - i. If you want DataMaster to create a new report from a blank slate, select option 1
    - ii. If you have a report created and saved - not currently open - select option 2
    - iii. If you have the report currently open that you want to use, select option 3
  - b. For **WinTOTAL Aurora**, leave DataMaster's default middle option selected in WinTotal's VIP integration window and click "OK." Then click "Yes" after you verify that the correct report is open that you want to send data to.
  - c. For **ACI**:
    - i. If you want DataMaster to create a new report from a blank slate, select option 1
    - ii. If you have a report created and saved - not currently open - select option 2
    - iii. If you have the report currently open that you want to use, select option 3

- d. For **Bradford ClickFORMS and SFREP Appraise-It**: You must create the report in your appraisal software first. After it's created, save it and close your appraisal software. In DataMaster, on the Report Settings screen, click the "Locate Report" button and locate the report file in your computer's files. DataMaster will then open your software and the desired report and import the data into it.

**If you have any questions, please don't hesitate to contact us!**  
**888-362-9222 M-F 7:30am-6:00pm Mountain Time**