GLVAR
Matrix Tutorial

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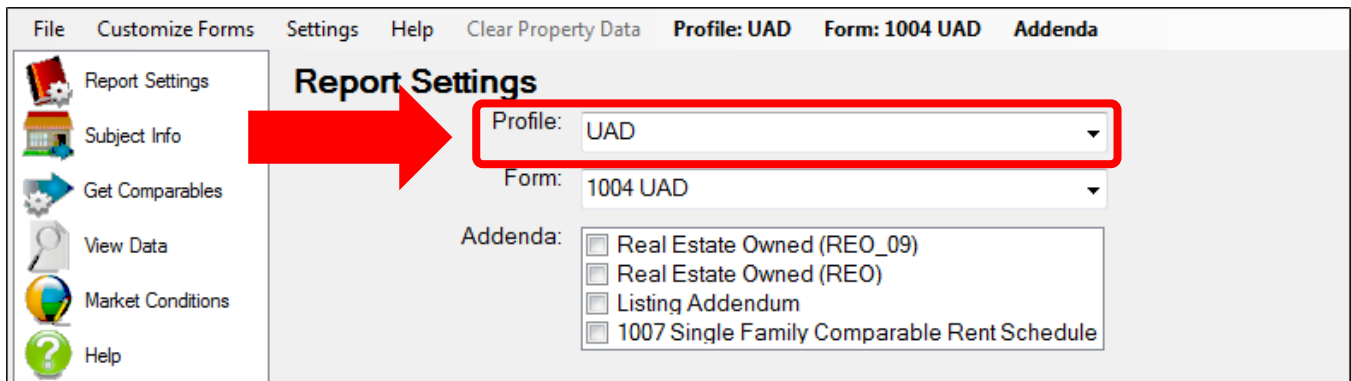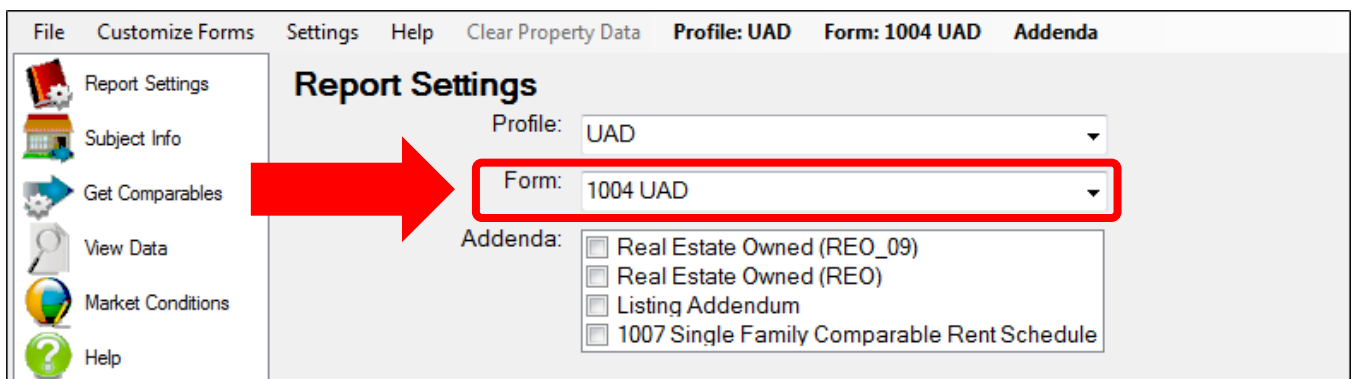
Starting a New Report

1. Double-click the DataMaster GLVAR icon on your Desktop. It looks like this:

DataMaster GLVAR

2. You'll start on the **Report Settings** screen. Here, you'll select a **Profile** and **Form**:
   It's recommended that you select the **UAD** Profile and leave it set to the UAD profile for all of your reports:

3. Next, select a form. Double-check or verify the selected form for _every_ report:
   a. For **UAD** reports, select a form _with_ UAD in its title:

b. For **non-UAD** reports, select a form *without* UAD in its title:
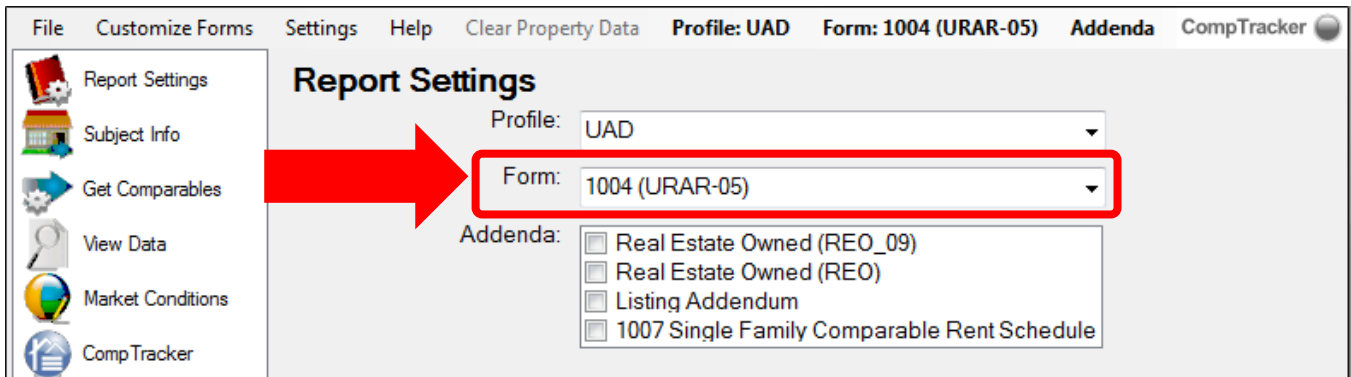
4. Optionally, if you need any of the listed Addenda: select the addendum you need and it will be available in the left margin; you can then add comps to the addendum:
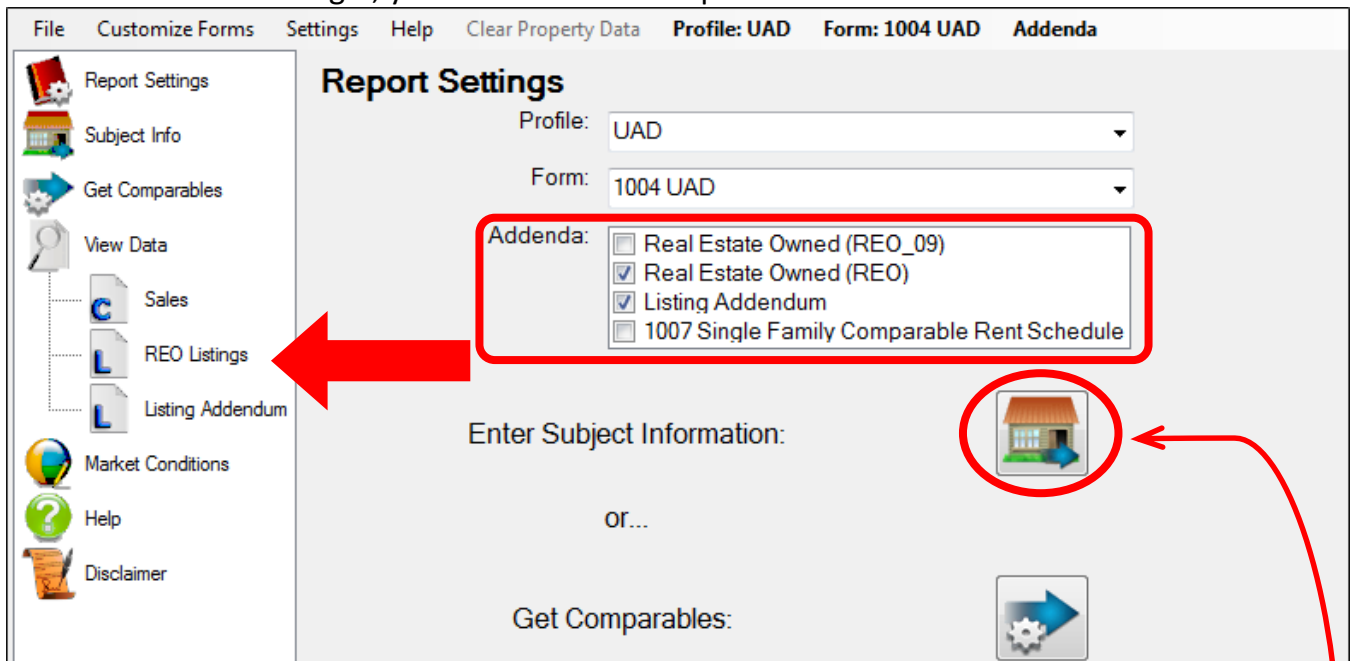
5. Lastly, click the house image next to **Enter Subject Information** to prepare for the next section.

Populating a Subject Property

On the **Subject Property Information** screen, there are *two ways* to populate subject property data:

1. MLS Number - if the subject property is available in the MLS and you know its listing number:
    a. In step 1. Enter the Data Source: select GLVAR MLS #
    b. In step 2. Enter the MLS / Tax Id: type the MLS # for the subject property
    c. Click the Get Subject Data button towards the right (the middle button)
       (If you're prompted with the Data Provider Settings window, type your GLVAR MLS login user name and password.)
    d. Go to the next section, Loading Comparable Properties

2. APN / Tax ID Number - if the subject property is not listed, but you have its APN / Tax ID #:
    a. In step 1. Enter the Data Source: select the subject's county
    b. In step 2. Enter the MLS / Tax Id: type the APN / Tax ID # for the subject property
    c. Click the Get Subject Data button towards the right (the middle button)
       (If you're prompted with the Data Provider Settings window, type your GLVAR MLS login user name and password.)
    d. Go to the next section, Loading Comparable Properties

Loading Comparable Properties

There are *two ways* to load comparable properties into DataMaster:

1. **Export from the MLS** - this is the easiest and most time-saving method to get comparables:
    a. Log in to the MLS (use these steps *or* a current login if you're logged in already):
        i. Click here to go to GLVAR: http://las.mlsmatrix.com
        ii. In DataMaster, click the **Get Comparables** button in the left-hand margin, then click either the Go to GLVAR link or the GLVAR button:
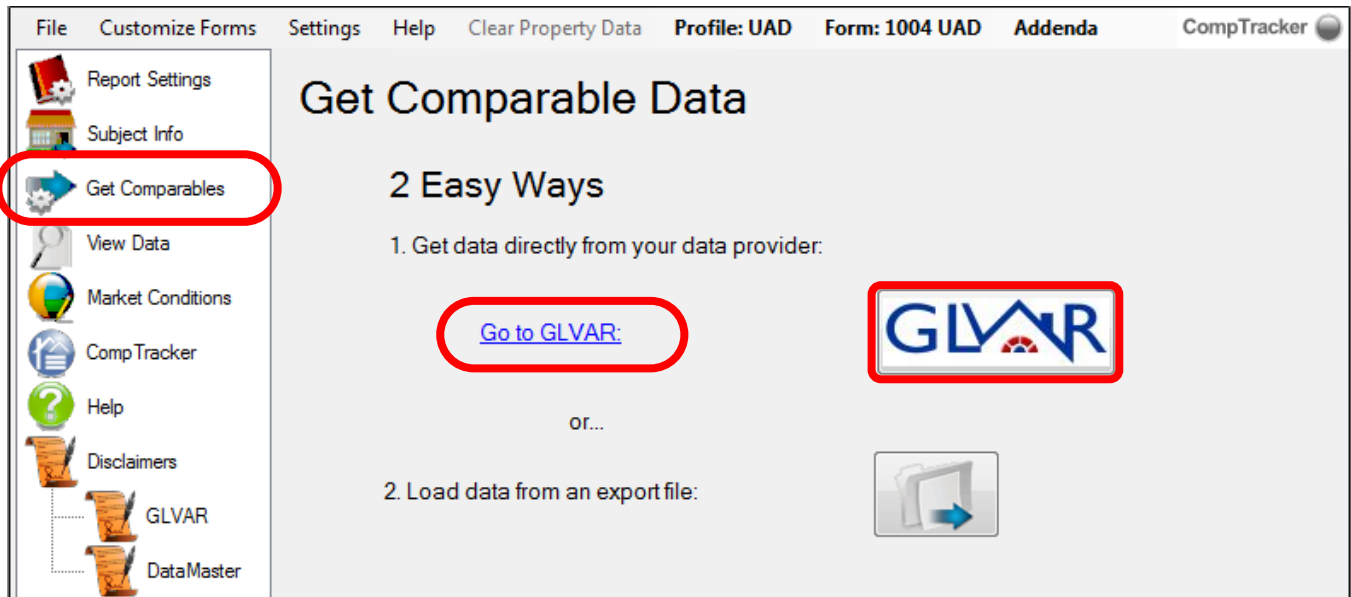
b. Once you're logged in, search for comparables using the criteria you normally would. You can export 1-20 comparables at a time to DataMaster, but you typically will look for 3-9.

c. After your search criteria is established, click the Results button to view the properties.

d. Select the properties you want to export as comparables by checking the box on the left-hand side of each listing.

e. To export to DataMaster, locate the Export button towards the bottom of the screen:

f. Next to "Export file format:", click the dropdown arrow, select **Agent Single Line** (it should be the format selected by default), then click the Export button:
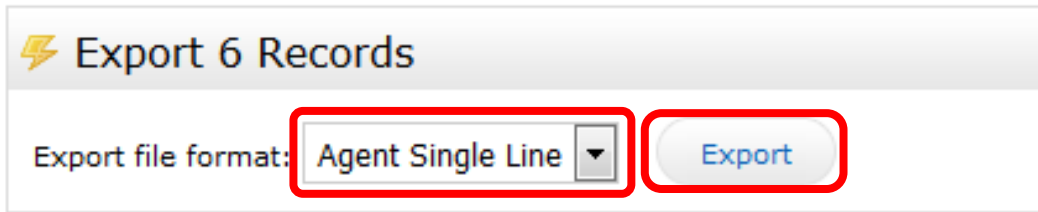
g. The next step to take depends on the internet browser you're using:

    i.   Internet Explorer - click the Open button towards the bottom of the screen in the yellow popup bar:

    ii.   Edge (Windows 10) - click Open in the popup bar at the bottom:
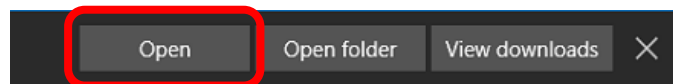
    iii.   Firefox - select "Open with … DataMaster GLVAR" then click OK:
If DataMaster isn't in the dropdown to select or if it's not working correctly, try again by selecting Other from the "Open with" dropdown box, click the "Browse" button and go to C: > Program Files (x86) > Market Data Service > DataMaster GLVAR and select the file named DataMaster GLVAR(.exe), then click OK:
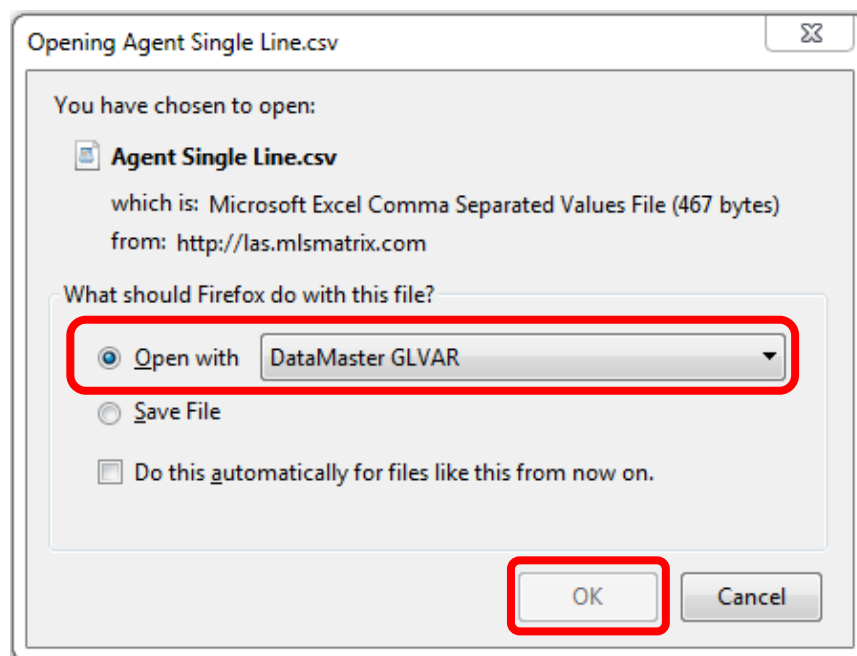
iv. Chrome – click the button in the bottom-left corner:
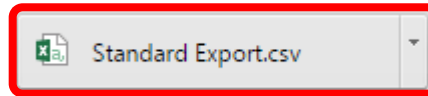
h. DataMaster will open a window asking, "Where do you want to send the export data?" Click the button to the left of "Send the data to the COMPARABLES GRID."
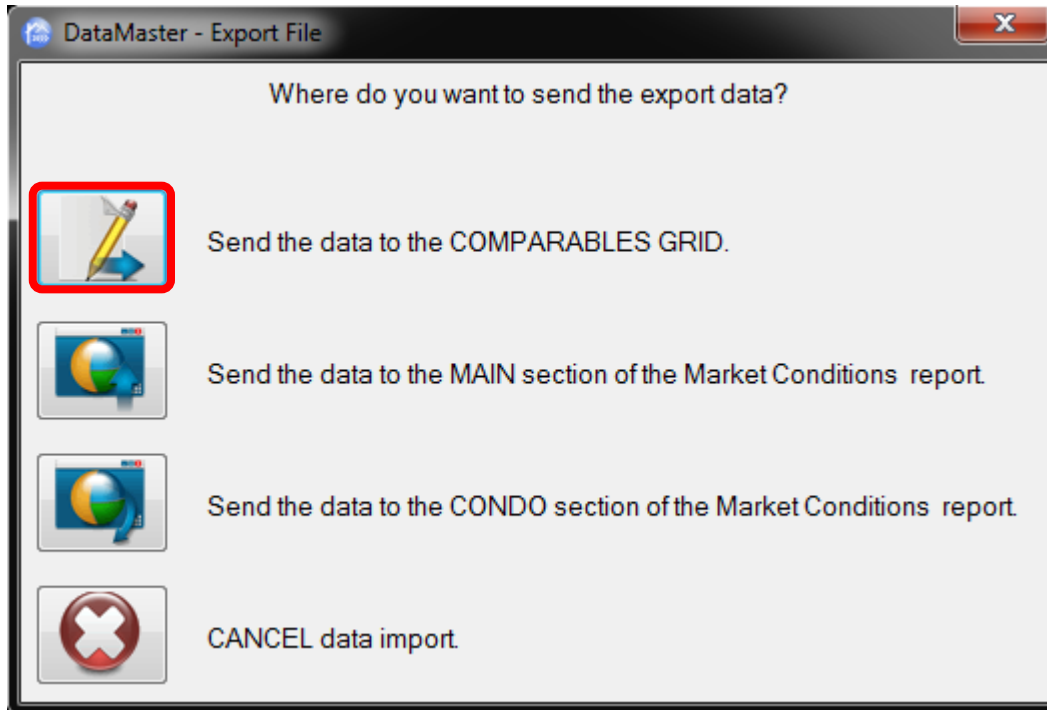
After the comparable properties have loaded in DataMaster, you can go to the next section, 1004MC (Market Conditions) Report.

2. **Type MLS #s directly into DataMaster**: this may be an easier method than exporting if you only have one or two comparables:
   a. Within DataMaster, be sure you're on the View Data screen. (Click the **View Data** button in the left-hand margin if you're not on the screen pictured below)
   b. Towards the top of the page, each comparable is assigned a number. Find the comparable number you want to start with (usually Comparable 1).
   c. Below the box labeled "Image Not Available", select the Data Source – choose GLVAR MLS
   d. In the line directly below the Data Source, type the MLS # you want to use.
      You can then go the next comparable and type MLS #s for your desired number of properties.
   e. After all the MLS #s are typed in, click the Get Data button towards the bottom of the screen.

1004MC (Market Conditions) Report

DataMaster can calculate and fill out your 1004MC using MLS data. To do this, you need to download property data similar to how comparable properties are downloaded.

1. Log in to GLVAR if you're not already: http://www.realtracs.net
2. Set up a search using criteria you normally would for market conditions data.
   (Optional: click here for a summary of search suggestions)
3. Click the Results button to view the list of properties.
4. Select specific properties you want use using the checkboxes on the left or use the select "ALL" option to include all properties.
5. Follow steps e, f, and g from pages 6-7 above (click the Export button at the bottom of the Results list view, select the Agent Single Line file format, click the blue Export button, and then Open the file that was downloaded)
6. DataMaster will open a window:
   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."
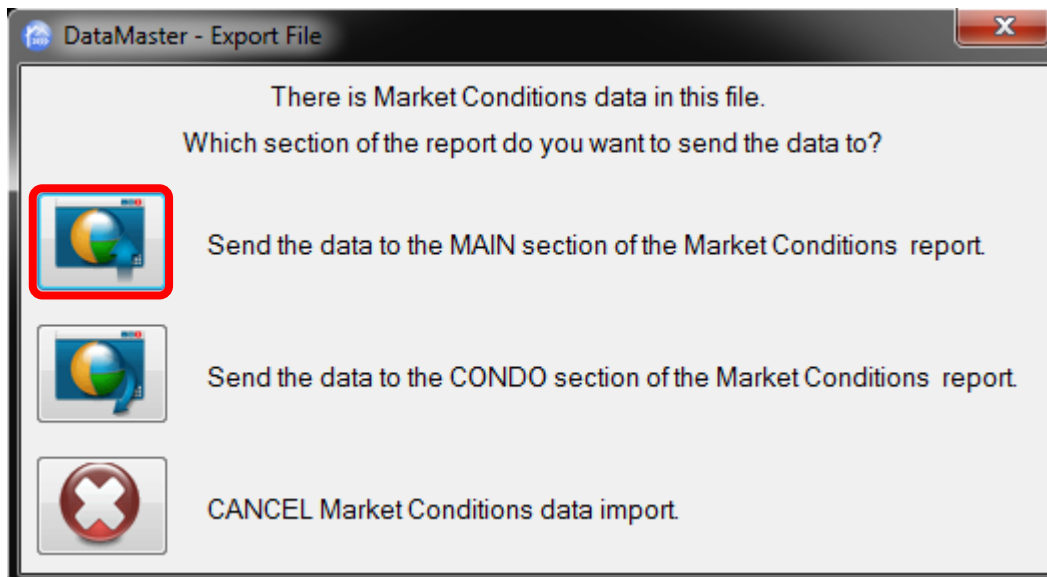
7. (Optional) If you're working on a condo report (1073 / 1075) and need the condo section of the MC filled out, you'll want to return to your MLS search and modify the criteria to search *just* the subject's condo project/subdivision. This can be done by using the MLS's subdivision field or by drawing a map around the desired area. Follow the same steps as above, but this time, after exporting, click the button, "Send the data to the CONDO section of the Market Conditions report."
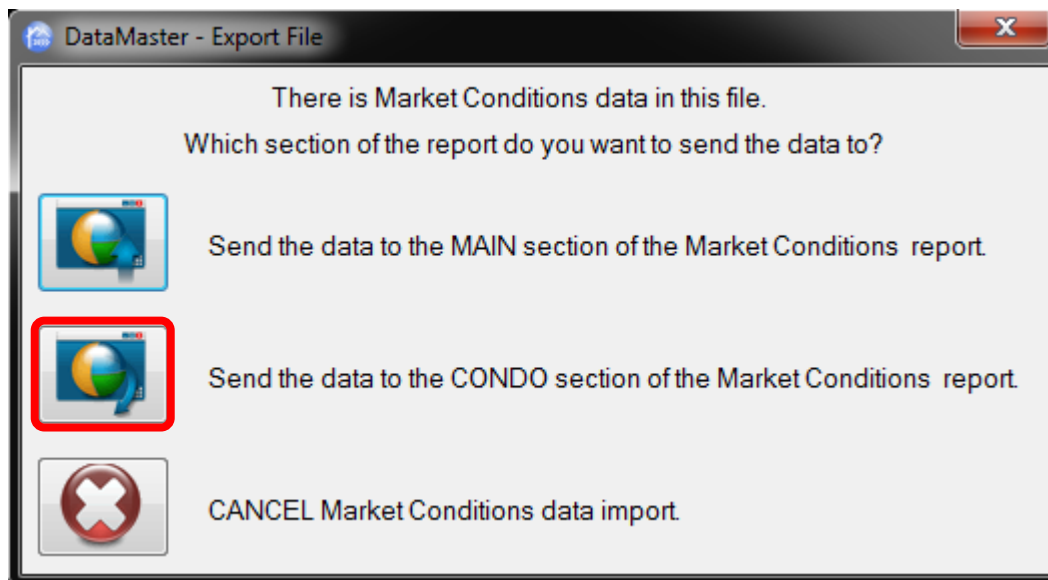
Notes on 1004MC searches:

The 1004MC asks for an analysis of sales and listings that compete with the subject property, determined by applying the criteria that would be used by a prospective buyer of the subject property. It is intended to provide the lender with a clear and accurate understanding of the market trends and conditions in the subject's neighborhood. When completing the Inventory Analysis section, the appraiser must include the total pool of comparable properties from which a buyer may select a property in order to analyze the sales activity and local housing supply.

As a general recommendation, set up ONE search in the MLS that contains ALL properties you want in the MC. At the minimum, select Active and Sold/Closed statuses, though it's recommended you select ALL statuses, including Pending, Contingent, Under Contract, Expired, Withdrawn, Canceled, etc. Additionally, for Sold and Off-Market status dates, go back one full year from the effective date of your report.

DataMaster is unlike any other 1004MC solution because it's designed for the GLVAR MLS. DataMaster counts (to the extent possible) the number of sales that involved seller-paid concessions and the number of foreclosure/REO properties; and creates paragraphs of custom-calculated statistical data.

You can also view (and edit) the MC data used by DataMaster before sending it to your report, if necessary. After MC data has been exported from the MLS and computed by DataMaster, click the Data Grid (Main) button in the left-hand margin of DataMaster to see the properties and their data. Click here for a detailed explanation of DataMaster's 1004MC calculation methods

Click here to return to the MC instructions

1004MC Graphs (optional)

DataMaster has 16 different, customizable graphs that can be placed into your report automatically. Graphs help support the trends chosen in your MC and provide additional detail into each time period of the MC data.

1. Within DataMaster, click the Graphs button in the left-hand margin. The following steps are our standard recommendations. Please feel free to change any settings that suit you.
2. Click/check the Show Trend checkbox towards the top of screen, above the Total Sales graph.
3. Click the Default Graph Settings button immediately to the right of Show Trend.
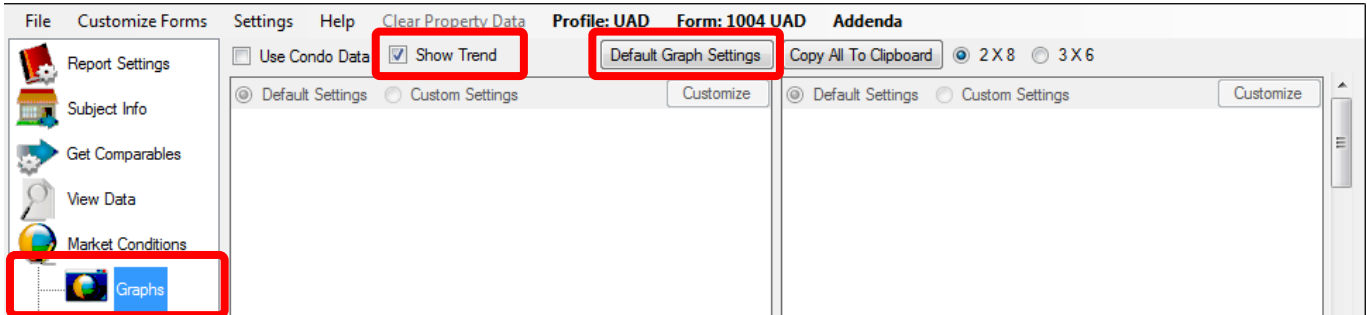
4. a. Graph Type – toggle between Bar and Line to see which style you prefer
   b. Trend Type – toggle between Linear and Polynomial to see which style you prefer
   c. Colors and Line Types – change these settings to use the visual appearances you prefer
   d. Choose the graphs you'd like in your report. Here are the most common:
       i. Total Sales and Active Listings (this is a combination graph of the two above it)
      ii. Median Sales and List Price (this is a combination graph of the two above it)
     iii. Median Sales and Listings DOM (this is a combination graph of the two above it)
      iv. Housing Supply -or- Sale Price Per Sq. Foot Scatter Graph
5. Click the small X button in the upper right corner to close the settings box:
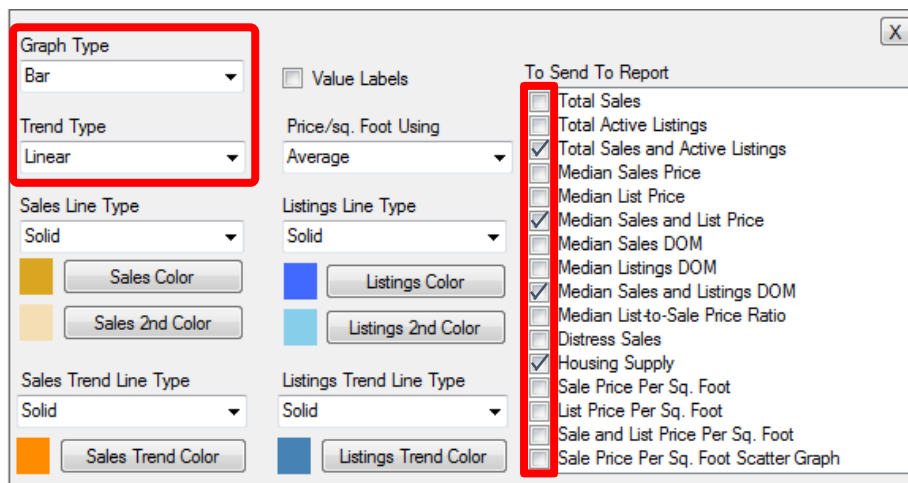
Send To Report

The send to report process differs slightly depending on your appraisal software. Please follow the appropriate sections that are pertinent to your software.

If you're using Bradford ClickFORMS or SFREP Appraise-It, you need to take these 5 steps first: (TOTAL/Aurora and ACI, skip these 5 steps and go to the next section)

1. Open your appraisal software
2. Create a report for DataMaster using the method you normally would. You can use a template, copy an old report, etc.
3. Save the report
4. Close the entire appraisal software – exit completely out of ClickFORMS or Appraise-It
5. In DataMaster, click Choose Report File towards the top of screen in the menu bar and browse your computer files to locate the report file (this is also a good time to double-check that the correct form is selected, you can change it now if necessary):
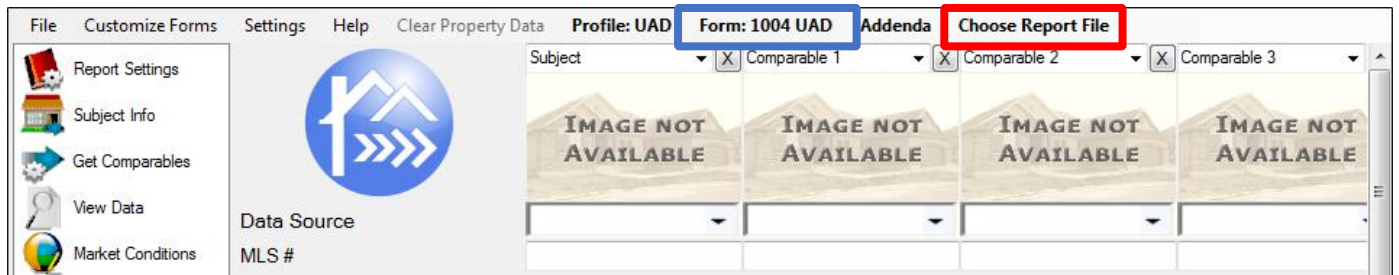

All software packages:

1. Click the **Send To Report** button in the bottom-right corner of DataMaster. (If the button is greyed out, click the View Data button in the left margin first, then click Send To Report.)
2. You'll be prompted with a short series of windows containing prior sales deeds/transfers. This data will be populated towards the bottom of the comparables grid if you need it. There are two options for each comparable property:
   a. If you need to report the sale/deed: check the box on the left-hand side of the deed you need then click "Use selected information." (Note: DataMaster can only populate one deed. If you need more than one, please make a note to research other sales/deeds.)
   b. If you don't need to report the sale/deed: click "Do not use public records data for this."
3. An Exceptions Report will be created. This report displays discrepancies found between MLS and public record data – typically square feet, lot size, room counts, sales price, etc. You can print the report if you want to keep a copy. Click the "Continue With Import" button when you're finished reviewing the report.
4. Enter the subject house number: type just the house number of the subject property.
   e.g., 1234 Main St – type 1234 then click "Submit"

For ClickFORMS and Appraise-It: you can let your keyboard and mouse rest for a few (usually 5-20) seconds while your software opens your report and imports the data. You can now continue your report. Edit, change, and review anything that needs it. Don't worry about the remaining steps.

For TOTAL / WinTOTAL Aurora: you're prompted with options in a la mode's importing wizard:
1. Create new report: select this option to have a new report created for you from a blank slate. You can subsequently use the merge function within the report to merge a template, old report, or similar. The remaining steps don't apply – you can continue working in your report.
2. Merge into a currently open report: select this option if you have a report already created.
    a. If the report is not open:
        i. Leave the Data Import window open
        ii. Return to TOTAL and open the report you want used
        iii. Go back to the Data Import window and select the Merge option
        iv. Select the report from the dropdown list and follow Step 3
    b. If the report is open, select it from the dropdown list and follow Step 3
3. Choose between the options of:
    a. Keep the data in my open report, but merge everything else. This will allow DataMaster to only fill in blank fields in the report. All of the report's current/existing data will stay as-is, and the data provided by DataMaster will fill in blank spots/fields.
    b. Replace the data in my open report with the imported data. This will allow DataMaster to overwrite all fields in your report with the data that is available. If a field is blank coming from DataMaster, that field will not be erased/blanked-out in your report; but all fields that have data from DataMaster will be overwritten in your report. *This is usually the preferred option.*

For ACI: you're prompted with options in ACI's Data Processing window:
1. Create a new report to import the data into: select this option to have a new report created for you from a blank slate.
2. Use an existing report to import the data into: select this option if you have a report already created and saved, but not open. This option will allow you to select the report from your list of ACI reports. This will allow DataMaster to overwrite all fields in your report with the data that is available. If a field is blank coming from DataMaster, that field will not be erased/blanked-out in your report; but all fields that have data from DataMaster will be overwritten in your report.
3. Use the current report to import the data into: select this option if the report you currently have open is the report you want data imported into. Caution: if you have more than one report open, it's recommended that you click Cancel, save and close ALL open reports, then open the report you want and go through the Send to Report process from DataMaster again. This will allow DataMaster to overwrite all fields in your report with the data that is available. If a field is blank coming from DataMaster, that field will not be erased/blanked-out in your report; but all fields that have data from DataMaster will be overwritten in your report.

That's all! You should now be able to finish working in your report. See the next section if you'd like the expedited instructions – simple text, no screen shots.

Expedited Tutorial

If you're more familiar and comfortable with DataMaster and just want a quick rundown, here you go:

1. Open DataMaster GLVAR
2. On the **Report Settings** screen, confirm the UAD Profile is selected and the Form is correct:
   a. UAD reports: select a Form _with_ UAD in the title
   b. Non-UAD reports: select a Form _without_ UAD in the title
3. Click the house icon next to **Enter Subject Information**
4. From the **Data Source dropdown**, select either the **MLS or the subject's county**
5. Type the **MLS# or APN/Tax ID#**, respective of Data Source
6. Click the button next to **Get Subject Data**
7. Log in to the MLS
8. Search for comps
9. Select comps and export them: checkboxes > Export > Agent Single Line > Export > Open
10. Send exported comps to the **Comparables Grid**
11. Return to the MLS
12. **Search for MC data** (all statuses, one year back for off-market statuses)
13. Download the MC properties (same process as Step 9)
14. Send MC data to the **Main section of the MC** (repeat for Condo section, if necessary)
15. Send to Report!

If you have any questions, please don't hesitate to contact us!

888-362-9222

Mon-Fri 7:30am – 6:00pm Mountain Time