Toronto Real Estate Board

Using Toronto MLS

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Contents

Getting Started

What's New

TMLS is optimized for the newest Firefox, Chrome, Safari, and Internet Explorer web browsers. Run the new system side-by-side with the current full-featured system.

New Highlights Include...

- Manage photos and attachments within listing detail form
- Set map location using map on listing detail form
- Edit photo brightness, contrast, dimensions, orientation, and more
- Multitask with multiple windows
- Use Add-a-Field in any search
- Count results on the fly while entering criteria
- Share saved searches and customized column sets
- Update results at List or Map instantly with the dynamic criteria panel
- Search listings on the dynamic map using saved shapes or locations
- Store and send listings from your Listing Cart
- Retrieve recent searches & detail reports instantly
- Choose an interface theme
- Choose side or top menus

Startup & Shutdown

You are assigned a Username (your member number), Pin, and Password that authorizes you to log in to TMLS.

Start Your Session

If you make an error when entering your Username, Pin, and Password, the system prompts you to retry.

Only one user can log in with his or her log in codes. If a user is logged in to a TMLS session and a second user logs in with the same codes, a popup message displays for the new user:

> *Another user is currently signed in with the same codes. That user has been terminated to allow you to access the system.*

End Your Session

To properly end your session, rather than using your browser's Close button, log out by clicking Log Out on the site action bar.

When you log out, the system saves your last-used column set, criteria form, page size selection, and detail view form. In your next session, these will be used by default, and can be changed as needed.

If you have more than one window open when you log out, and if your browser permits, the system logs out of your entire session and closes all open windows.

See "Timeout Dialog" for instructions about handling a system warning to renew an inactive session.

System Timeout

The system displays a five-minute warning when your session has been inactive for twenty-five minutes. The system automatically logs you out if you take no action while it counts down to zero seconds.

How...

To Log In

1. Enter **Username**, **Pin**, and **Password**.
2. Click **Log In**.
3. After reading the **Welcome** screen, select the checkbox if you don't want to view the welcome message each time you log in. Then click **Close**.
4. To view a **News** article, click one or more of the displayed headlines, then click **Close** to start your session.

To Log Out

- At any page that displays the site action toolbar, click **Log Out**.

To Remain Logged In at System Timeout Warning

- Click **Renew** while the timeout warning dialog box displays.

To Close Your Session at System Timeout Warning

- Click **Log Out** while the timeout warning dialog box displays.

News

When you log in to TMLS for the first time on a given day, the News dialog box opens automatically, displaying a list of News headlines.

To Read News Stories

1. Log in to TMLS.
2. Click a **headline**.
3. In the article's new window, read the story and then click **Close**.
4. Repeat steps 2-3 as desired.
5. To close the **News** window, click **Close**

Menus & Navigation

Use main menu options to access system functions. You can display the menu as a vertical, left-side panel; or as a horizontal bar on top.

The following main menu commands are currently available:

- **Listings** with the submenu options Search and Add/Edit
- **My Lists** with the submenu options Favouite Listings, Listing Cart, My Listings, Recent Searches and Recently Viewed.

In addition to Main Menu commands the system offers an action bar customized for each particular page, a site toolbar displayed at all pages, navigation buttons, and a breadcrumb path.

How...

To View the Main Menu Two Ways

You can choose left-side or top navigation as desired. Regardless of the menu view you choose, the same commands display.

*The Left-Side Panel*, which displays along the left side of the system window, may be best for wide screen monitors.

*The Top Tab Menu*, which displays along the top of the system window just below the ads, may be best for square monitors.

To Use the Left-Side Panel

1. Click the **down arrow** at the left side of the **top menu**.
2. The **left panel** opens.
3. Click the desired sub menu command under the main headings.

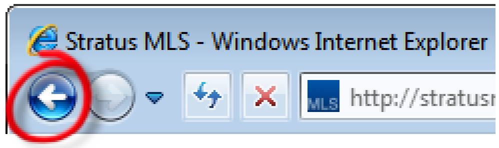
To Use the Top Menu

1. Click the **up arrow** at the top of the **left panel**.
2. The **top menu** opens.
3. Mouse over the desired main menu tab.
4. Move the mouse to and then click the desired sub menu command.

To navigate the system

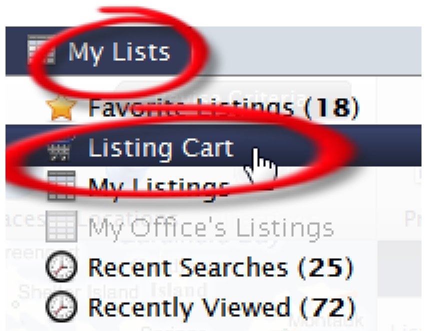
Browser Back button:

Click to go back one page.



Main and sub menu commands:

Click a main menu command then one of the sub menu commands that display below it.



Breadcrumb path:

Click any segment to open the associated feature.

Actions:

Click an action on the action bar that is available for the displayed page.

Buttons:

Click navigation buttons, when provided, to move through pages.

To Fill the Entire Screen with the Browser Window

- Click the maximize-window button on your browser. This button is available if the browser window is not already maximized.

Note:

Browser menus and toolbars continue to display and take up some room at the top of the window.

To Fill the Entire Screen with the TMLS Window

By expanding the browser window so that it fills your entire screen, you maximize the viewing space and minimize the need to scroll.

1. Press **F11** to expand the system window.
2. To return to normal browser display, press **F11** again.

Note:

Browser menus and toolbars disappear when the system window takes up the whole screen.

About Site actions

The system's site action bar, at the top of the TMLS window, provides actions that can be applied at most or all pages.

- Click **Help ?** for information about all of the current page's features and actions.
- Click **Print** to print the current page.
- Click **Send** to email a link to particular listings; for example, the contents of the listing cart, or selected list rows at any results list.
- Click **Download** to download list rows, detail views, and photos.
- Click **New Window** to open multiple system windows for multi-tasking.
- Click **Log Out** to end your session.

Print

At every search results list, detail report, and map, the system offers the site action Print, which opens the “Print Options Dialog”. The system prepares pages for viewing and printing in Adobe Reader’s PDF format.

When a dialog box is open (for example Photos, Statistics, Driving Directions) use the dialog box’s Print icon.

How...

To Print at List

1. Display results at **List** or another page that lists search results.
2. Optionally change the default **column set**.
3. Optionally select properties.
4. Click **Print** on the site action bar.
5. At the **Print Options** dialog box, select **List Rows** or **Detail Views**.
6. For **List Rows**, use the dropdown lists to choose what you want to print, and a column set . For **Detail Views**, use the dropdown lists to choose what you want to print, and a detail form.
7. To preview the page(s) as they will print, click **Print Preview**. The preview opens in a new window, which you must close before printing.
8. Browsers vary. Listings may print immediately, or a dialog box may display. Choose landscape mode when printing a list.

To Print at View

1. Display selected results at **View**.
2. Optionally change the default **Form**.
3. Navigate to change your selections, if needed.
4. Click **Print** on the Site action bar.
5. At the **Print Options** dialog box, select **List Rows** or **Detail Views**.
6. For **Detail Views**, use the dropdown lists to choose what you want to print, and a detail form. For **List Rows**, use the dropdown lists to choose what you want to print, and a column set.
7. To preview the page(s) as they will print, click **Print Preview**. The preview opens in a new window, which you must close before printing.
8. To print the pages, click the site action **Print**.
9. Browsers vary. Listings may print immediately, or a dialog box may display. You may need to choose the Print option from the browser’s File menu. Choose landscape mode when printing a list.

To Print Driving Directions

1. Display driving directions from List, View, or Map. See “Driving Directions Dialog”.
2. At the **Driving Directions dialog**, click the **Print** icon.

3. At the **Print Options** dialog box, select or clear one or more options:

   Map: Print the mapped route with optional round trip, reference # markers, intermediate destinations, and the distance at each destination.

   Directions: Print turn-by-turn directions in text with distance notations and reference numbers.

   Detail Views: Print the detail views in the format you select from the Detail Form dropdown list.

4. To print the pages, click the **Print** button.
5. Browsers vary. Directions may print immediately, or a dialog box may display. You may need to choose the Print option from the browser's File menu.

Send Listings

You can email your customer a link to listings with the site action Send. Send is available at List, View, Map, Driving Directions, and My List options. The link that is emailed to recipients allows them to view selected listings along with maps and photos if you chose to make these available.

At View, you can include maps if you change the detail form from a No Address form to one that includes the property's address.

The emailed link remains active for two weeks. You may format the message as you like, using the formatting toolbar. See "Formatting Email" on page 99

How...

To Create the Email Message

1. To open the **Send** dialog box, click **Send** at the site action bar.
2. At the **To** field, enter one or more email addresses.
3. At the **Subject** field, change or accept the default subject.
4. In the **Message text** area, change or accept the default text.
5. Edit and See "Formatting Email" on page 99 the message as required.
6. At the **For** dropdown list, select the listings you want to send.
7. At the **Form** dropdown list, select a detail form in which your customer will view the listings. To send listing forms with no address or map, use a form such as Client Full - No Address. To send listing forms with an address (which lets you send a map as well), use a form such as Client Full.
8. To send a duplicate message to your MLS email account, select the **Send Copy to Yourself** checkbox.
9. To include a map with your email, select the **Include Map** checkbox.
10. Click **Send** to send the email.

To Understand What the Recipient Receives

When the email recipient opens your message and clicks on the provided link, a new window opens with the following displayed for each listing:

- A *Map* (if this option is available and selected by the salesperson) along with a results list that corresponds to the map by marker number. Listings selected for the recipient display on the map and the list below it.
- A *Detail form* for each sent listing, with links if available.
- *Download* and *Print* actions. Both actions convert the visual display to PDF format.

To Provide Instructions to the Recipient

Instructions for viewing the properties, replying to the email, and unsubscribing from the property-email service are provided in the default email message. If you choose to include a map - and if any of your detail views include links - you may want to include further instructions for the recipient. Any of the following paragraphs may be copied and pasted into the body of your email message and edited as needed.

Map

To see the emailed properties on a map, mouse over the coloured markers (some markers may overlap) for brief details that display in a popup. For a key to marker colours, click Legend from the map tools. To zoom in and out, roll the mouse forward or back. To view photos, use the arrow buttons at the bottom of the first displayed photo.

To move the map, drag the mouse in any direction. To change from Road to other views, click the desired view from map tools.

A corresponding numbered list with more information appears below the map. To sort the list by any column, click its header.

Links

If links appear at the top of a property's detail form, click the link to open the associated document.

Download and Print

To download or print the linked information, click Download or Print above the map or first detail form, then follow the prompts at the displayed dialog boxes.

New Window

Use the New Window site action in order to open one or more new system windows. This allows you to perform more than one system activity without losing your place when, for example, you are interrupted by a phone call and taken off task.

To open a new system window, click **New Window** on the site action bar. You can perform any action in the new window, and may open as many new windows as you want.

Depending on your browser, the new window will open either as another tab, or as another instance of the browser.

While you are active in any system window, your session remains active and will not time out. If all windows have been inactive for twenty-five minutes, the standard timeout warning displays, and the session ends in all windows unless renewed.

Note:

> If you log out at any open system window, you may be presented with the option to log out of your session and close all windows, or leave all remaining windows open. If you use a browser that doesn't allow you to more than one window at a time, click the browser's Close button to close each window.

Get Help

If you have questions as you use the system, Help is a click away. Help is organized so you can search topics for any key word, read it like a book, select a topic by index, or go to page-specific information by clicking **?** from the site action bar.

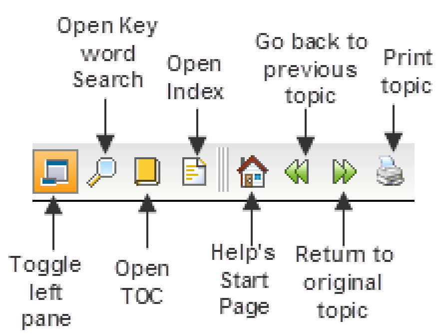
How...

To Open Help

At the site action bar, click **Help** to open the TMLS help system. If the site action bar is not available, click Menu to return to the main menu where Help is available.

To Use Help's Toolbar

Choose a help tool for the following actions:

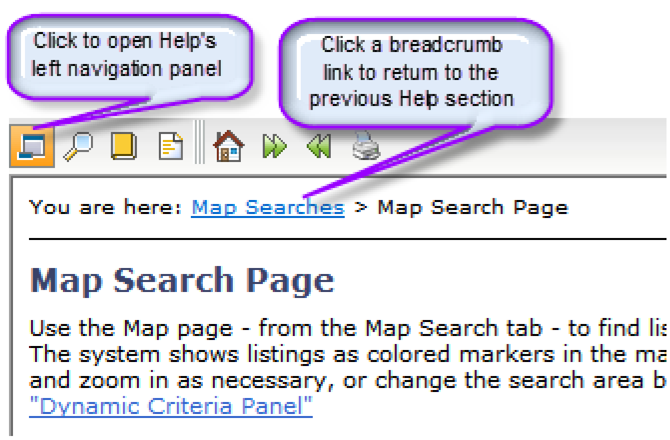


To Get Help For the Current Page

- Click **Help** at the top right corner of the open page to see the related topic in the Help window. If the site action bar is not visible, return to the main menu for access to Help.
- Use your browser's **Close** button to close the Help window.

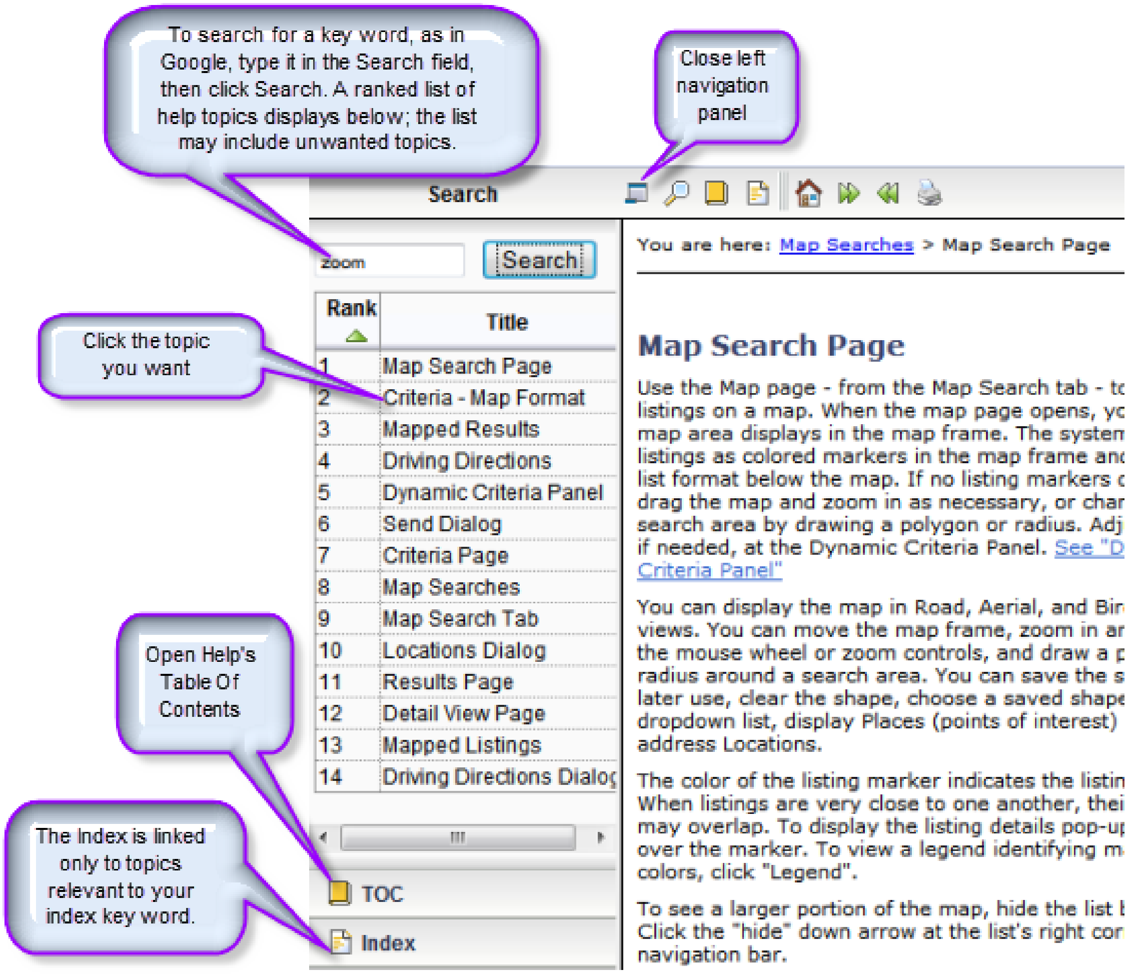
To Show Help's Left Navigation Panel & Breadcrumb Navigation

When the left navigation panel is closed, the help topic displays in the entire help window.



To Use the Left Navigation Panel or Hide It

When the left navigation panel is open, the help topic displays in the help window's right panel.



At the bottom left side of any Help window, notice three accordion-style buttons:

- **TOC:** Click this button to open the Table of Contents. Each subject heading is identified by a book icon. Double-click on a book to reveal the pages (topics). Click the page for Help on that topic. Help topics display in the right panel. Click again on the book to retract the pages.
- **Index:** Click this button to open the Index. This is an alphabetical list of Help topics that match index key words. When you enter a key dword in the text box at the top of the index panel, the system highlights matching words or phrases. Click on a word or phrase to view the Help topic. If more than one topic is assigned the same key word, click the appropriate topic from the displayed list. View the Help topic in the right panel.
- **Search:** Click this button to use the full text search. Type a key word or words into the text box. Click the Search button. The system finds topics containing your search text, and ranks them by relevance. Click a topic to display in the right panel.

To Print a Help Topic

1. Display the desired topic.
2. Click the **print tool** in Help's toolbar.
3. At the **Print** dialog box, click **Print**.

To Use Links in Help Topics

Help topics offer links just as web pages do.

- **Inline links** let you jump to another topic or to a place within the same topic. Links show as underlined text in blue or purple. Click on the link to display the linked text.
- **See Also links** are located at the end of many Help topics. Click to open the desired topic in a new topic window.
- **Top of Page links,** below each procedure, let you jump to the top of the Help topic.

To View the Previously Displayed Topic

1. To show the previously displayed topic, click the **Back** tool .
2. To return to the original topic, click the **Forward** tool .

To Get Help in PDF Format

PDF versions of Help are available for printing or viewing as a book or in individual chapters. You must have Adobe Acrobat Reader installed on your computer in order to view and/or download a PDF file.

1. At the bottom of any topic, click **Get Documentation in PDF Format**.
2. Click the **book** or **chapter** you want to open or download.
3. Once open, you can view, print, and save the file.

Add & Edit Listings

About Add/Edit Listing

Use Add/Edit to add and maintain listings of all classes.

Add Listing

Use the See “Add Listing Overview” on page 20 tab to begin adding a listing. As you add information at the listing detail edit form, the system auto-saves the listing as a draft. You can complete the draft in another session if needed. Once complete, the system assigns an ML# and stores the listing in the MLS listing database.

Edit Listing

If the listing is complete and no longer in draft form, use the See “Edit a Listing” on page 23 tab to make changes at the listing detail edit form. Edit Listing allows you to change most listing details, change the status or price, upload and manage photos and attachments, change the map location, and change a listing’s virtual tour.

Drafts

Use the Drafts tab to add to or complete a listing you began in an earlier session.

Clone Listing

Use the See “Clone a Listing” on page 25 tab to create a draft based on the details of an existing listing.

Add Listing Overview

Use Add Listing to enter listings in the MLS listing database.

See Listing Detail Edit Form for additional information.

Drafts

Because it is not always practical to enter listing data in a single session, the system creates a draft for each new listing. You can add information to the draft over a number of sessions.

As you enter information, the system auto-saves your draft once every minute; the system also saves the draft when you leave Add/Edit. Some may prefer to click the Save Draft action to be sure the draft is saved. Return to the draft at the Draft tab, where your drafts display.

When your draft is complete, click Submit to add the listing.

Note

> The draft is a temporary document, available only to the user who creates it. Drafts remain active for seven days and are purged after that time. Even if you create the listing draft for another salesperson’s listing, only you can update it.

Data Entry

Tab

Moves to next sequential field.

Page Up and Page Down

Moves between sections.

F11

Compresses browser toolbar for increased screen display.

Reset Action

Restores all fields to the last-loaded defaults.

Help for Data Fields

Mouse over any field label for a dialog box that shows an explanation of the field and information about the type of value you should enter. Click off the dialog box to close popup help.

Required Fields

The system indicates required fields with a blue asterisk (*). If you submit a listing before completing all required fields, the system displays a message for the first empty field, flagging the field label in red. Enter the information, then resubmit the listing until the system accepts it. A list of all empty fields and incorrect values displays at the bottom of the form. Use the Find action to find a field you want to update.

Data Entry Errors

The system helps prevent incorrect entry in certain fields. For example, at price fields you cannot enter a non-numeric character. The system rejects dollar signs, commas, and periods and deletes these characters as you enter them.

At other fields, the system flags errors when you Tab or click away from a field. For example, you enter a listing expiry date which is earlier than the listing entry date. The system flags the field label in red and requires that you change the data before you submit the listing.

Dates

You can enter dates in the following formats:

Date Format: 6/30/2007; 6/3/11; June 30, 2011; 6/30; 6-30.

Today Format: T (today's date); T+1 (tomorrow's date); T-1 (yesterday's date); T+90 (three months from today). Type T or t; the system accepts both upper and lower case.

Responsive Data Fields

The system sometimes customizes input fields depending on your entry at an earlier field. For example, if you enter Y at Price Range Listing, two text boxes display; one for the low price, one for the high price. If you enter N at Price Range, one text box displays.

Dependent Data Fields

Some fields are dependent on your entry at another field. For example, if you select a Municipality, the system allows only valid Communities for that Municipality.

Clear Entries

To clear your entries, click the Reset action.

Navigate Fields

Press the Tab key to move from field to field, or click the mouse at a different field.

You can scroll through the form or click the tabs at the top of the form to jump to a particular section of the Listing Detail Edit Form. You can also use your keyboard's Page Up and Page Down keys to move between sections.

Photos and Attachments

Add and manage photos and attachments in the Listing Detail Edit Form. The Upload action is available when you jump to either section.

Add Listing Procedures

Use Add Listing to enter listings in the Multiple Listing Service.

See "Add Listing Overview" on page 20 for an overview about working with drafts, and data entry.

To Add a Listing

1. Mouse over **Listings** at the main menu then select **Add Listing** from the sub-menu.
2. Select a **Class**.
3. Select **For Sale** or **For Lease** and click **Continue**.
4. At the listing detail edit form, press the Tab key to move from field to field. Required fields are marked with a blue asterisk (*).
5. Enter or choose information at each section. You can scroll the length of the form or jump to a particular section by clicking its tab at the top of the form.
6. At the **Photo** and **Attachment** sections, click **Upload** to browse for and upload files.
7. When the draft is accurate and complete, click **Submit** to see the newly-assigned **MLS#** and additional options at the **Add/Edit Complete** dialog box.

   Note: If the draft is incomplete and you plan to add information later, optionally click **Save Draft**. Click **Close** at the confirmation prompt.

Edit a Listing

Choose the Edit Listing tab from the Add/Edit page to make changes in listing details, status and price, photos and attachments, and delete the listing. The system tracks all edit changes in History.

How...

To Start Any Listing Edit

1. At the **Add/Edit** menu, click **Edit Listing**.
2. At the **Edit Listing** tab, type the **MLS#** and click **Open**. Review the summary details to confirm this is the correct listing to edit.
3. Choose an option from the list of edit types, then click **Continue**.

To Edit Listing Details

1. At the **Edit Listing** tab, type the **MLS#** and click **Open**. Review summary details to confirm this is the correct listing to edit.
2. Choose **Edit Listing Details** from the list of edit types, then click **Continue**.
3. At the listing detail edit form, navigate to the section you want and make desired changes. See listing detail edit form.
4. Click **Submit**.
5. At the **Add/Edit Complete** dialog box, choose another option or click **Exit**.

To Change Status

1. At the **Edit Listing** tab, type the **MLS#** and click **Open**. Review the summary details to confirm this is the correct listing to edit.
2. Choose **Status/Price Change** from the list of edit types, then click **Continue**.
3. Click the **Status Change** tab.
4. At the **New Status** dropdown list, choose a new status. The system displays fields appropriate to the new status.
5. Enter a value at all required fields and any other field you want. (Press the **Tab** key to move from field to field.)
6. Click **Submit**.
7. At the **Add/Edit Complete** dialog box, choose another option or click **Exit**.

To Change Price

1. At the **Edit Listing** tab, type the **MLS#** and click **Open**. Review the summary details to confirm this is the correct listing to edit.
2. Choose **Status/Price Change** from the list of edit types, then click **Continue**.
3. Click the **Price Change** tab.
4. At the **New List Price** field, type the new price.
5. Click **Submit**.
6. At the **Add/Edit Complete** dialog box, choose another option or click **Exit**.

To Edit Open House Info

1. At the **Edit Listing** tab, type the **MLS#** and click **Open**. Review the summary details to confirm this is the correct listing to edit.
2. Choose **Edit Open House Info** from the list of edit types, then click **Continue**.
3. At the **Open House Notes** page, type date, time, and miscellaneous notes.
4. Click **Submit**.
5. At the **Add/Edit Complete** dialog box, choose another option or click **Exit**.

To Manage Photos

1. At the **Edit Listing** tab, type the **MLS#** and click **Open**. Review the summary details to confirm this is the correct listing to edit.
2. Choose **Manage Photos** from the list of edit types, then click **Continue**.
3. At the **Photos** section of the listing detail edit form, you may upload, edit, or delete photos as needed. See “Manage Photos” on page 87
4. Click **Submit**.
5. At the **Add/Edit Complete** dialog box, choose another option or click **Exit**.

To Manage Attachments

1. At the **Edit Listing** tab, type the **MLS#** and click **Open**. Review the summary details to confirm this is the correct listing to edit.
2. Choose **Manage Attachments** from the list of edit types, then click **Continue**.
3. At the **Attachments** section of the listing detail edit form, you may preview, upload or delete attachments as needed. See “Manage Attachments” on page 28
4. Click **Submit**.
5. At the **Add/Edit Complete** dialog box, choose another option or click **Exit**.

To Change Map Location

1. At the **Edit Listing** tab, type the **MLS#** and click **Open**. Review the summary details to confirm this is the correct listing to edit.
2. Choose **Map Location** from the list of edit types, then click **Continue**.
3. At the **Map** section of the listing detail edit form, there are two ways to change the property location:

   CTRL+Click at the desired location. Or;

   Click **Locate by Address**. Type the property’s correct address, then click **OK**.
4. Click **Submit**.
5. At the **Add/Edit Complete** dialog box, choose another option or click **Exit**.

Clone a Listing

Use the Clone Listing tab to copy the information from an existing listing. Any previously listed property can be cloned, whether available or unavailable.

CAUTION: You can also use the Clone feature to add a new listing for a property similar to one previously added to the system.

The system copies property characteristics from the existing listing to the new listing's draft. Carefully review all copied fields, changing information when appropriate. The system does not copy listing-specific fields likelist price, listing entrydate, expiry date, andsalesperson.

To Clone a Listing

1. At the **Clone Listing** tab, enter the **MLS#** of the listing you want to clone, then click **Open**.
2. At the detail summary, confirm this is the listing you want to clone, then click **Continue**.
3. The system creates a new draft with information filled from the copied listing. At the displayed listing detail edit form, review entries in all sections and make changes as needed.
4. Enter any missing information at required fields.
5. If the draft is incomplete and you plan to add information to it later, click **Save Draft**. At the confirmation prompt, click **Close**. (Click the **Drafts** tab when ready to resume work on the draft.)
6. When the draft is accurate and complete, click **Submit**. The system assigns an **MLS#**.

Manage Photos

At the Photos section of the listing detail edit form, you can upload up to twelve photos and preview, describe, move, and delete them. You may edit a selected photo.

Notes:

- No photos are visible until at least one is uploaded.
- Once you upload photos to the work area, a thumbnail photo displays for each.
- The system saves changes automatically at the photos work area.

How...

To Manage Photos

1. At the **Edit Listing** tab, type the **MLS#** and click **Open**. Review the summary details to confirm this is the correct listing to edit.
2. Choose **Manage Photos** from the list of edit types, then click **Continue**.
3. At the **Photos** section of the listing detail edit form, you may **Upload**, **Delete**, **Preview**, or change the order of attachments as needed. As you make changes, the system saves them automatically.
4. Click **Submit**.
5. At the **Add/Edit Complete** dialog box, choose another option or click Exit.

To Upload Photos

1. At the **Photos** section of the listing detail edit form, click **Upload**.
2. At the **Upload Photos** dialog box, browse for a photo, type a description, then click **Upload**. Note: You can upload up to twelve photos.

To Preview the Listing with Photos

1. At the **Photos** section of the listing detail edit form, click **Preview**. The listing (or draft) displays in detail view format. Photos display in the top left corner, and can be navigated using forward and back arrows.
2. Click **Close** to close the Preview window.

To Add or Change a Description After Uploading

1. At the **Photos** section of the listing detail edit form, click the text box under the photo thumbnail.
2. Type a description.

To Move a Photo

1. At the **Photos** section of the listing detail edit form, left click the mouse at a photo you want to move.
2. While holding the mouse button, drag the photo to the desired location.
3. Release the mouse button to drop the photo at the new location.
4. Drag and drop additional photos as needed.

To Delete a Photo

1. At the **Photos** section of the listing detail edit form, click the desired photo's checkbox to select it.
2. Click **Delete**.
3. At the confirmation prompt, confirm the deletion. The system removes the photo then re-saves the listing detail edit form.

To Edit a Photo

1. At the **Photos** section of the listing detail edit form, click the desired photo's checkbox to select it.
2. Click **Edit**.
3. To enhance the photo See "Edit Photo Dialog" on page 89

Manage Attachments

At the Attachments section of the listing detail edit form, you can upload up to twenty attachments and preview, describe, and delete them.

No attachments are visible until at least one is uploaded.

- Once you upload attachments to the work area, a PDF thumbnail displays for each. Click to open the attachment.
- The system automatically saves changes at the attachment work area.
- To change attachment order, drag and drop the attachments within the work space as desired.
- To select an attachment before deleting, click its checkbox.

How...

To Manage Attachments

1. At the **Edit Listing** tab, type the **MLS#** and click **Open**. Review summary details to confirm this is the correct listing to edit.
2. Choose **Manage Attachments** from the list of edit types, then click **Continue**.
3. At the **Attachments** section of the listing detail edit form, you may preview, upload, delete, or change the order of attachments as needed. As you make changes, the system saves them automatically.
4. Click **Submit**.
5. At the **Add/Edit Complete** dialog box, choose another option or click **Exit**.

To Upload Attachments

1. At the **Attachments** section of the listing detail edit form, click **Upload**.
2. At the Upload Attachments dialog box, browse for a file to attach, choose a description from the dropdown list, then click **Upload**.

To Preview Attachments

1. At the **Attachments** section of the listing detail edit form, click **Preview**. The listing (or draft) displays in detail view.
2. Click **Close** to close the **Preview** window.

To Add or Change a Description After Uploading

1. At the **Attachments** section of the listing detail edit form, click the text box under the PDF thumbnail.
2. Choose a description from the dropdown list.

To Change the Order of Attachments

1. At the **Attachments** section of the listing detail edit form, left click the mouse at an attachment you want to move.
2. While holding the mouse button, drag the attachment to the desired location.

3. Release the mouse button to drop the attachment at the new location.
4. Drag and drop additional attachments as needed.

To Delete Attachments

1. At the **Attachments** section of the listing detail edit form, click the desired attachment's checkbox to select it.
2. Click **Delete**.
3. At the confirmation prompt, confirm the deletion. The system removes the attachment then re-saves the listing detail edit form.

Manage Map Location

At the Map section of the listing detail edit form you can add or change latitude and longitude values for a listed property.

Zoom in or out as needed using the mouse wheel or zoom controls on the map. You can also double-click the map to simultaneously zoom in and center the map on the clicked point. Click and drag to move the map. See “Work with Mapped Listings” on page 61

You can set Map Location at Add Listing or Edit Listing. The procedure below is for Edit Listing.

To Set the Listing’s Map Location

1. At the **Edit Listing** tab, type the **MLS#** and click **Open**. Review summary details to confirm this is the correct listing to edit.
2. Choose **Map Location** from the list of edit types, then click **Continue**.
3. At the **Map** section of the listing detail edit form, there are two ways to change the property location:

   CTRL+Click with your mouse at the desired location. Or;

   Click **Locate by Address**. Type the property’s correct address and click **OK**.
4. Click **Submit**.
5. At the **Add/Edit Complete** dialog box, choose another option or click **Exit**.

About Status and Price Changes

At Edit Listing, the edit type Status/Price Change is available for updating a listing's contract status and price. Once you submit the MLS# the screen shows two tabs: See "Performing Status Changes" on page 32 and See "Performing Price Changes" on page 33.

Both types of changes are tracked in History. The listing displays its contract status at the Last Status Change (LSC) field.

- You can change the contract status of your own brokerages' listings with Status Change: DFT, SC, LC, SLD, LSD, SUS.
- You can change the list price of your own brokerages' listings with Price Change: PC.

Other changes to LSC are made by the system. When you submit a new listing, the system automatically sets LSC to NEW. When the listing's expiration date is reached without an extension, the system sets LSC to EXP (Expired).

To start a status or price change, choose Status/Price Change from the Edit Type list.

Note:

The system allows you to make only those status changes appropriate for the listing's Class and LSC.

Use the Status Change Option to Change:

DFT - Deal Fell Through

SC - Sold Conditional

LC - Leased Conditional

SLD - Sold

LSD - Leased

SUS - Suspended

Use Price Change to change:

PC - Price Change

Use Edit Listing to change:

EXT - Extended (by changing the expiration date)

Modify Property Characteristics, remarks, and so forth

Open Houses

Automatic System Changes:

NEW - Listing with no contract changes

EXP - Expired

Performing Status Changes

You can change the contract status of your brokerage's listings with Status Change. The system tracks status changes in History, and displays each listing's contract status at the Last Status Change (LSC) field.

Status changes depend on rules set by the MLS, and are affected by Class and LSC. See "About Status and Price Changes" on page 31

To Perform a Status Change

1. At the **Add/Edit** menu click **Edit Listing**.
2. At the **Edit Listing** tab, type the **MLS#** then click **Open**. Review summary details to confirm this is the correct listing to edit.
3. At the **Edit Type** list, choose **Status/Price Change**, then click **Continue**.
4. At the **Status/Price Change** page click the Status Change tab.
5. At the listing details summary, make sure the correct listing displays.
6. The page shows the listing's Current Status. At **New Status**, select a status from the dropdown list.
7. Enter information at all required fields.
8. Click **Submit**.

Performing Price Changes

You can change the price of your brokerage's listings with Price Change. The system tracks price changes in History. For more information See "About Status and Price Changes" on page 31

- If the listing is not a Price Range listing, the Current List Price field displays. Update the value at New List Price.
- If the listing *is* a Price Range listing, the Current Low List Price and Current High List Price fields display. Update the value at New Low List Price and/or at New High List Price.

Click the Reset action, if necessary, to restore the price to its previous value.

To Perform a Price Change

1. At the **Add/Edit** menu click **Edit Listing**.
2. At the **Edit Listing** tab, type the **MLS#** and click **Open**. Review summary details to confirm this is the correct listing to edit.
3. At the **Edit Type** list, choose Status/Price Change then click **Continue**.
4. At the **Status/Price Change** page click the Price Change tab.
5. At the listing details summary form, make sure the correct listing displays.
6. The page shows the listing's current price. At **New Price**, enter a new price.
7. Click **Submit**.

Search Listings

About Listing Searches

Search finds listings of any status, in any class, by any search criteria you choose. You can search across several classes and find available and/or unavailable listings.

The system offers a number of ways to search; allows you to save and share search criteria; and collect, map, and work with results.

As needed, enter or select search text for any field displayed. You can add more fields to the template from the Other Fields dropdown list.

General Notes on Searches

To help avoid performance problems over the Internet, the system limits the number of listings displayed in Search Results. Although a search may produce more than it can show, for all searches except Map Search and New search with a shape, listings are limited to a number determined by the MLS.

Use sufficient criteria to insure that your search finds fewer than the maximum number of listings. Before you submit the search, check the counter at the Criteria page to see the number of listings the search will find.

You can stop a search by clicking the browser's Stop button. No search results display.

Choose a Search Type

New Searches A template search that presents a set of commonly-searched fields. Available search forms for a single class include Quick and Flex templates; search forms for more than one class are limited to Flex templates.

Predefined Searches Predefined Templates for the most commonly-used searches, requiring minimal data entry.

Saved Searches Selection of your own saved searches, as well as those shared by others in your brokerage. When selected, the saved search opens, showing all saved criteria.

Map Searches Locate listings on a map. Listings show as coloured markers in the geographic location that you either define in criteria or draw on the map, and in column format below the map.

MLS# Searches Enter listing numbers to search for particular listings.

Searches and Search Results

All listing searches have two basic components: search criteria and search results. In addition there are a number of ways to view search results.

- Search criteria may be entered in search fields or located dynamically on a map. Save and share a search as desired.
- Search results may be viewed in three different modes: Search Results list (List), Detail View (View), and Map.

Search Criteria

Using one of the five search types, enter your search area by field criteria or map. Complete criteria entry at the Criteria page. The number of search fields entered influences the number of listings found; you can preview criteria and view a count before submitting your search.

Search Results and actions

Once your listing search finds matches, you may display and explore the matching listings at List, View, or Map pages.

Standard actions for all three pages include list, view, map, photos, slide shows, virtual tours, attachments, statistics, and directions. Standard actions also allow you to narrow the list, revise criteria, add listings to a cart, add to Favourites, print, e-mail, and get help.

Search Results (List)

If you enter criteria in search fields, results display at the Search Results (List) page. You can sort, print, and download the list, or a narrowed version of the list, and change the list's columns. From list mode you can switch to View or Map mode, and choose any of the actions listed above.

Detail View (View)

The Detail View (View) page displays detail reports for listings that you selected at List or Map pages. Detail reports can be in one-per-page format or multiple-per-page format. From the View page you can switch to List or Map, and choose any of the actions listed above.

Map (Map)

If you look for listings with a map search, results display as markers and in list form below the map. The Map page shows listing markers, points of interest, pop-up details, and allows dynamic changes to criteria. From the Map page you can switch to List or View, and choose any of the actions listed above.

Rules for Search Types

	Description
New Search	Choose one or more values at Class, Availability, For Sale / For Lease. When searching Unavailables, you may include archived listings.
Map Search	Choose one or more values at Class, Availability, For Sale / For Lease. You cannot search archived listings at Map.
Saved Search	Choose a Saved Search from the list. If the search you choose has pre-set values for Class, Availability, For Sale / For Lease, Archives, they cannot be changed. If the search does not have pre-set values, select one or more of each. When the saved search includes Unavailables, you may also include archived listings when enabled. In this case, you can specify only one municipality in your search criteria (the system eliminates others). You cannot choose a GTA or Ontario.
Pre-Defined Search	Choose a Pre-defined Search from the list. If the search you choose has a pre-set value for Class, Availability, For Sale / For Lease, they cannot be changed. If the search does not have pre-set values, select one or more of each. When the pre-defined search is for Unavailables, you can include archived listings.
MLS# Search	In the text box, enter one or more MLS#s, each separated by a comma, space, or line.

Five Ways to Search Listings

A number of ways to find listings are available. Some are easier for newcomers, while others demand more familiarity with the system's listing fields.

To choose a search method, click one of the tabs provided at the Search Type page.

New Search

At New Search you have two distinctly different ways to perform a search, through selection of search forms: Quick Search and Flex Search. Select the one you want from the Search Form dropdown list.

Quick Search

The Quick Search form offers a search template suitable for all salespeople. Choose among commonly-searched fields for each listing class. Enter (or select) search text for any search field displayed.

Flex Search

The Flex Search form offers a fast, flexible search for users familiar with the names of the search fields. You create your own search form by adding any field from a single, alphabetized dropdown list. The system displays your search criteria as you build it.

Note:

Your latest choice of search forms becomes the default for future searches, but you can change search forms at any time

Pre-Defined Search

Pre-defined searches are template searches that require minimal data entry, offering a shortcut to the most common searches for all salespeople.

Saved Search

Saved searches include those you have created and saved yourself, as well as those shared by your brokerage. By choosing a saved search you can immediately view search results, or make modifications in criteria before you submit.

Map Search

Interactive Map searches offer points of interest, drawn boundaries, and zoom levels to locate properties. Listings display as markers, with mouse-over popup detail. A dynamic criteria panel allows quick changes in price, address, and other criteria. In road, aerial, and birds-eye views, mapped results automatically update as you zoom or pan to a precise location.

MLS# Search

MLS# searches are a quick way to retrieve listings when you know the desired MLS number.

Search Across Classes

Search fields are customized for each class. Differences may be in the *kind* of search control (for example, dropdown list, text box, and so forth); the difference may also be in a dropdown or multi-select list's *options* at a particular field.

The system combines the search fields for selected classes in a meaningful way. Some fields require special attention:

- When options in a dropdown list vary between classes (as do, for example, the Style options), the system combines options from all the chosen classes into a single list. In such cases, either avoid choosing an option for the particular field, or choose an option that applies to all selected classes.
- When dropdown options display for one class and a text box displays for another class, the system offers the search field in the form of a text box. Choose Starts/w from the drop-down list and enter the first few characters of the value.

Search Archived Listings

Listings that are off the market for a long period of time are archived. The time period is specified by the MLS. With the exception of Map searches, archived listings can be included in searches for Unavailable listings.

If you chose to include archived listings in a search, you can specify only one municipality in your criteria. You cannot choose GTA or Ontario.

When a saved search includes archived listings, and its criteria is pre-set with more than one municipality, the system eliminates all but one in your search criteria.

To Search Archived Listings

- If your search allows, select the **Include Archived Listings** checkbox along with other basic criteria.

Dynamic Criteria Panel

The dynamic criteria panel (DCP) lets you add and revise criteria while viewing search results at Map or List, and is a quick and powerful alternative to Revise Criteria. You can show or hide the dynamic criteria panel as needed. When opened, the panel is positioned at the right side of a Map or List.

Add, remove, or revise criteria in the dynamic criteria panel's template. You can add fields with the Other Fields dropdown list. The system updates search results after each change you make.

Once opened, the dynamic criteria panel remains open until you close it.

The panel automatically opens when you run a map search - or any other search that includes a drawn shape - and the "Map Search" checkbox is automatically selected. Although the panel is automatically closed at List results, you can open the panel at the List page. When opened from List, the "Map Search" checkbox is unselected.

How...

Use the Map Search Checkbox

The dynamic criteria panel contains a checkbox labeled "Map Search" that controls whether or not a map offers a full map search or a fixed set of mapped results. By selecting and clearing the Map Search checkbox you can switch between a searchable map and one that, even when zoomed or dragged, does not alter the current set of mapped listings.

> *When you select Map Search, you enable a full map search*. The system removes Area, Municipality, Community, Postal Code, and MLS#. To define or change a search area you must drag, zoom, or draw a map shape. All changes trigger a re-run of the search. Updated results are immediately reflected in the map frame and in the results list below.
>
> *When you clear Map Search, the set of mapped results remains fixed*. The system restores Area, Municipality, Community, Postal Code, and MLS# fields. If you attempt to draw shapes, the system prompts you to enable Map Search.

Whether the dynamic criteria panel is open or closed, the current state of the Map Search checkbox remains the same. If the Map Search checkbox is selected before you close the criteria panel, it remains selected when you close the panel.

Note:

- When you start a *Map Search* at the Search Type page, search results display at Map. The dynamic criteria panel automatically opens with Map Search selected, so a full map search is enabled.
- When you start a *New Search* at the Search Type page and define the search area by field (Area, Municipality, Community, Postal Code, MLS#), results display at List. The dynamic criteria panel automatically closes with the Map Search checkbox cleared. Without leaving List, you can change criteria to see immediate changes. To see those changes at Map, click Map at the action bar. It is important to note that at Map, the dynamic criteria panel is closed and the Map Search checkbox remains cleared.
    - o To enable a full map search at Map, open the dynamic criteria panel and select Map Search.

  - o To work with a fixed set of mapped properties at Map (without enabling a full map search) leave the Map Search checkbox unselected.
- When you start a *New Search* at the Search Type page and define the search area by shape (polygon or radius), results display at Map. The dynamic criteria panel automatically opens with Map Search selected, enabling a full map search.

Open and Close the Dynamic Criteria Panel

To open the **dynamic criteria panel**, if it is not already open, click the **down arrow** at the top right side of List's control bar. (Find the arrow next to the Revise Criteria button.)

To close the **dynamic criteria panel**, click the **up arrow** to the right of the panel's title.

Conserve Display Space for the Map and Dynamic Criteria Panel

If the display on your screen is too crowded to simultaneously display the left-side menu, map, and dynamic criteria panel, the system automatically closes the left menu and opens the top menu to allow room for the map and dynamic criteria panel.

To close the **dynamic criteria panel**, click the **up arrow** to the right of the panel's title.

To re-open the left menu, click the **down arrow** at the left side of the horizontal menu bar.

Preview Search Results at the Dynamic Criteria Panel

Just as you can preview criteria at the Criteria page, you can preview criteria at the dynamic criteria panel. The panel has its own small action bar.

To preview search results, click **Preview** on the action bar. Preview shows a summary of the search criteria in the form of search statements. If the criteria is valid, you can see how each search statement reduces the count of results the search will find.

Save the Updated Search

Just as you can save a search at the Criteria page, you can save a search at the dynamic criteria panel. The panel has its own small action bar.

To save a search, click **Save Search** on the action bar, enter a name, and click **Save**.

To save changes to a previously-saved search, click **Save Search** on the action bar. Then save the changed search with a new name: Click **Save As**, enter a name, and click **Save**.

Clear Criteria in the Dynamic Criteria Panel

Just as you can clear Criteria at the Criteria page, you can clear criteria at the dynamic criteria panel. The panel has its own small action bar.

To clear criteria, click **Clear** on the action bar.

New Searches

Start a New Search or Change Search Type

At the Search Type page, the New Search tab opens by default. If you want to start a different type of search, click one of the other search tabs (for example Map Search, Saved Searches, MLS# Search).

For the next steps in running a New search, See "About Search Criteria" on page 45 andSee "About Search Results" on page 50

How...

To Start a New Search

1. On the **New Search** tab, choose one or more options for **Class**, **Availability**, **Sale** or **Lease,** and **Archives**.
2. To continue to the **Criteria** page where you can (1) choose a search form and (2) define criteria for the search, click **Continue**.

ield	Description
Class	Choose one or more listing Classes.
Availability	Choose whether your search is for available listings, unavailable listings, or both: • *Available listings* are new, extended, or deal-fell-through. They may have had a price change or extension. • *Unavailable listings* are sold or leased conditional or final, suspended, terminated, and expired.
Sale or Lease	Choose whether your search is for listings for sale, listings for lease, or both.
Archives	When the search includes Unavailable listings, you may include archived listings in the search.

Note:

The ability to choose more than one option at a field depends on selected classes.

To Choose a Different Type of Search

- At the **Search Type** page, where the **New Search** tab opens by default, choose a different search tab.

Enter Search Criteria

About Search Criteria

Use the Criteria page - from a search tab or the Revise Criteria button at search results - to choose characteristics for the listings you want to find.

First choose a Search Form from the dropdown list. For example, at a New search for residential available listings, the Search Form options are Quick Search or Flex Search. At each desired field, enter a full or partial value or choose one or more values from a dropdown list. To add additional fields, choose them at the Other Fields dropdown list. After *submitting* your criteria, the results list (List) page shows results that match your criteria. If there is only one match, the system displays the single result at the Detail View (View) page.

Selecting the Search Area - Mandatory

All listing searches except MLS# Search require you to select a search area before you submit criteria.

- **To choose a defined search area by field**, select areas, municipalities, communities from the dropdown lists on the Criteria page. When you select the search area by field, search results display at the Results List (List) page. See "Work With Criteria" on page 46
- **To choose a search area by drawing a map shape**, click the Map action on the Criteria page, then draw a polygon or radius . When you draw the search area by shape, search results display at the Map page.

Work With Criteria

When performing New Search, Saved Searches, and Pre-Defined Searches, you must choose characteristics for the listings you want to find. Enter or select search criteria at the Criteria page, where a search form displays.

When you have clicked Continue after beginning your search and entering basic criteria, a suitable search form displays. You can change the search form, except in the case of cross-class searches.

The field types included on a search form vary. They include:

- Multi-Select & Dropdown Lists where you select one or more options (for example, Municipality), or exclude options with the Not checkbox.
- Min/Max fields where you type a range of values (for example, List Price *from* 500000 *to* 600000).
- Text fields where you enter all or part of the search text you want (for example, Street Name), or exclude options with the Not checkbox.
- Multi-Select Checkboxes (for example, Features).

Not Criteria

“Not” checkboxes are available for drop-down lists and text boxes. The checkbox doesn’t display if a field is numeric, currency, identifier (such as MLS#) or date/timestamp (such as expiry date).

When you select the Not checkbox, the search criteria you select is *excluded* from the search results. For example, if the selection at Style is “Contemporary” and the Not checkbox is selected, the search finds listings for all Styles *except* Multi-level.

How...

To Choose a Search Form

1. At the Search Form dropdown list, choose the form you want:

   Quick Search forms: To search by the characteristics relevant to your basic criteria choices, use the Quick Search form. Enter or select values at any field; add more fields as needed from the Other Fields dropdown list.

   Flex Search Forms: To customize a form, use the Flex Search form. In order to build a search, choose more fields from the Other Fields dropdown list.

   Pre-Defined Search Forms: Available for Pre-Defined searches. These forms provide custom templates with a limited number of fields that are relevant to the chosen pre-defined search. They include Address, Open House, Just Expired, New, and others.
2. Enter criteria.

To Define the Search Area by Field or Map Shape

For all searches except MLS# Search, you must define a search area before you submit your criteria. You can define search areas two ways: by selecting Area, Municipality, Community fields at the Criteria page; or by drawing a polygon or radius at the Criteria - Map format page.

You must choose *either* geographic fields at the Criteria page *or* a map shape in Criteria - Map format. You cannot use both methods to define a search area.

You can switch back and forth between Criteria and Criteria - Map Format, and submit the search from either page.

By Field, at the Criteria Page

Choose Areas, Municipalities, Communities from the dropdown lists. You must make a selection from these fields unless you plan to draw the search area in Criteria - Map format. When you choose a value from more than one geographic field (for example, two Municipalities and a Community), search results include properties in *all* the selected search areas. This allows you to search properties in a particular community along with bordering municipalities.

By Shape, at the Criteria page in Map Format

Start at the Criteria page, then click Map on the action bar. When the map appears, you can move it, zoom in and out, and draw a polygon or radius around the region you want. You can also save the shape for later use, clear the shape, choose a saved shape from the Used Saved Shape dropdown list, and choose from Places (points of interest) or address locations.

See Criteria - Map Format for more information about the available Criteria - Map Format actions. If you define the search area with a shape in Criteria - Map format - the system displays search results on the Map page instead of the search results list (List).

To Enter Criteria at Various Field Types

- Select an option at ***dropdown lists*** (for example, Street Name starts w/) then enter all or part of a ***text value***. To enter more than one text value, click the **Or** button. To exclude options click the **Not** checkbox.
- Select one or more options at ***multi-select lists*** (for example, Style) or exclude options with the **Not** checkbox. To choose more than one option, CTRL+Click each one you want.
- Select one or more checkboxes at ***multi-select checkboxes***.
- Type a range of values at ***Min/Max fields*** (for example, Washrooms from 2 to 3).

To Exclude Values with NOT

1. Click the **Not** checkbox at the desired field.
2. Select or enter the value(s) you want to exclude from results.

To Clear Criteria

- To clear general criteria, click **Clear** on the action bar.

Note:

To clear a **map shape**, switch to **Criteria - Map**, then click **Clear** on the action bar.

To Add More Fields to the Search Form

1. Click the **Other Fields** dropdown list at the bottom of the search form.
2. Select a field.
3. Choose - or enter - criteria as needed.

To Count Results On the Fly

- As you enter criteria, a counter on the action bar dynamically updates the number of results .

To Preview the Search

1. Enter desired search criteria.
2. Click **Preview** on the action bar.
3. At the criteria summary, review how each search statement reduces the count of results the search will find.
4. Click **Close** to return to the **Search Criteria** page.

To Save and Share the Search

1. Click **Save Search** on the action bar.
2. Enter a name, and click **Save**.

   To save changes to a previously-saved search, click **Save Search** on the action bar, then click **Save As**, enter a name, and click **Save**.

   To save a copy of another owner's search with changes, click **Save Search** on the action bar, then click **Save As** and name the search. Search assigns you ownership of the new copy.

To Submit the Search

1. At the **Criteria** page or the **Criteria - Map Format** page, click **Submit** after entering criteria.

- New, Saved, Pre-Defined, and MLS# Search Results display at the **List** page; they display at the **Map** page if you defined a search area at the **Criteria - Map Format** page.
- Map Search results display at the **Map** page.

Results List

About Search Results

Use the Results (List) page - after submitting search criteria - to view search results in a simple one line format called a column set. By default, results open in the column set appropriate for the Class, Availability, and type of search.

You can display all the results in a single scrollable list, or page through them. You can double click to open detail reports (View) for all or selected results, view a count of the results, sort by one or more columns, choose or customize a column set, and add results to your listing cart.

Use the action bar to switch between List, View, and Map. You can also view photos, slide shows, statistics-and-counts data, get driving directions, narrow or expand the list of results, flag favourites, and add results to your listing cart.

To change your criteria and view immediate results, open the See “Dynamic Criteria Panel” on page 40 and make your changes without leaving the Results page. Alternatively, click Revise Criteria, make your changes, and submit your search again.

Note:

> In order to avoid Internet performance problems, the MLS limits the number of search results at List.

Work With Results

Use the Results (List) page - after submitting search criteria - to view search results in a simple one line format called a column set. By default, results open in the column set appropriate for the Class, Availability, and type of search. Column sets display rows of information about each selected column heading in the set.

How...

Navigate Search Results

The **page counter** shows the number of results and pages, including the current page's number.


The **navigation button**s allow you to navigate through each page. From left to right, the buttons represent First, Previous, Next, and Last.

The **Page Size dropdown** list allows you to set the number of rows on a page: 20, 50, 100, and All. To view all results on a single, scrolling page, choose All.


On Map pages, the **Close Map List button** lets you hide the results list under the map. This allows you to view a larger portion of the map. To increase or decrease the amount of space devoted to the map, drag the divider between the map and list up or down.


On Map pages, the **Open Map List button** restores the results list to the default height - or to the height you previously set by dragging.

To Select Results

When a row is selected, it is highlighted with colour and its checkbox is selected.

- To select one row for detail view, double click on it to open it at detail View. Alternatively, select the row's checkbox. Click again to clear the checkbox.
- To select multiple rows, select each desired checkbox or CTRL+Click on the rows you want.
- To select *all* results when Page Size is set to All, select the checkbox in the heading row.
- To select *all* the results when Page Size is set to 20, 50, or 100, select the checkbox in the first page's heading row. A message displays below the column headings. Click the message's underlined link (for example, select all 53) in order to choose all search results on all pages.

To Narrow and Expand the List

1. Select the list rows you want to keep.
2. Click **Narrow** on the action bar. The narrowed list displays.
3. To further narrow a narrowed list, repeat steps 1-2.
4. To restore all results after narrowing once, click **Expand** on the action bar.

5. To return to the original list when you have narrowed more than once, click Expand repeatedly.

To Add Results to the Listing Cart

- At any row, click the **Listing Cart** icon to add the listing to the listing cart.

To Add Results to Favourites

- At any row, click the star to select the item as a favourite.

To Display Detail Reports

- To view all or selected results in detail format, click **View** at the action bar.

To Map the Results

- To see all or selected results on the map, click **Map** at the action bar.

Note:

You can narrow results before mapping them. See Mapped Results.

To View Photos

1. Select properties whose photos you want to see.
2. Click **Photos** at the action bar to open the photo viewer.

   When displaying multiple properties at the photo viewer, the primary photos display. When displaying one property at the photo viewer, all photos for that property display.
3. Click a photo to enlarge it. To restore its original size, click again.
4. Click **Close** to close the photo viewer.

To View Slide Shows

1. Select properties whose slide shows you want to see.
2. Click **Slideshow** at the action bar to open the slide show viewer.

   When displaying a slide show for multiple properties, the primary photo displays for each. When displaying a slide show for one property, all photos for that property display.
3. If desired, mouse over the current photo to show navigation arrows. Click right or left arrows to move to the desired photo or simply click the desired photo thumbnail.
4. Click **Close** to close the slide show.

Note:

To see a slide show of the primary photo for multiple properties at View, choose a form that displays several properties per page (for example, a thumbnail form).

To View Statistics

To display tables of statistical and count data for all or selected results, click **Statistics** on the action bar.

To Choose a Column Set

1. Select a column set from the **Columns** dropdown list. The dropdown list includes MLS sets, your custom sets, and sets that others have shared with you.
2. Review the displayed list. The newly-selected set becomes your default, which will be replaced when you choose a different set.

To Sort by a Column

1. Click the heading of the column to sort results in ascending order. An upward arrow indicates ascending order.
2. Click again to reverse the order. A downward arrow indicates descending order.
3. To define a multi-level sort for the column set, if needed, click **Customize**. See Customize a Column Set.

To Get Driving Directions

1. Choose results in the order that you want to travel.
2. Click **Directions** on the action bar. The Driving Directions dialog box displays.
3. To move, edit, or remove selected addresses, select the corresponding checkbox then click a button for the appropriate action.
4. To add another address to the list, click **Add**.
5. To customize your route, select options for **Avoid Traffic**, **Show Listings on Map**, and **Round Trip** as needed.

To Edit a Listing

1. Select the listing you want to edit.
2. Click **Edit** on the action bar.
3. At the Edit dialog box, select the option you want then click **Continue**. See “Edit a Listing” on page 23

To Change Criteria Instantly at the Dynamic Criteria Panel

1.  To open the **dynamic criteria panel**, click the **white downward arrow** at the far right of the title bar.
2. Choose or type criteria at any field, or add a field at the **Other Fields** dropdown list.
3.  To close the open panel, click the **white upward arrow** at the top of the panel.

To Return to the Criteria Page

- Click **Revise Criteria** on the title bar.

Detail View

About Detail View

Use the View action - from List or Map - to display the details for all or selected listings. A detail form can display in one-per-page format (for example Client Full, Flyer) or multiple-per-page format (for example Comparison, Consumer Thumbnail).

In Detail View you can choose a detail form, page through the listings, select favourites, and more.

To switch from Detail View to List or Map, use the action bar. At the action bar you can view photos and slide shows, get directions, and add to your listing cart. You can return to the Criteria page to revise your criteria and re-submit your search.

Note:

> If you choose the View action without first selecting results at List, Map, or Photos, the Detail View page displays the first of *all* the listings. Use the navigation buttons to page through the listings.

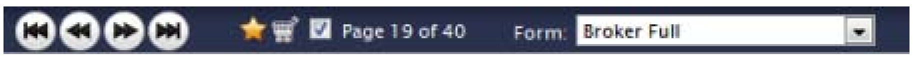
Work with Detail View

In Detail View you can choose a detail form, open available links, and more. You can return to the Criteria page to revise your criteria and re-submit your search.

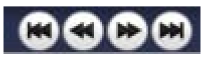
To switch from Detail View to List or Map use the action bar. At the action bar you can also view photos and slide shows, and get Directions.

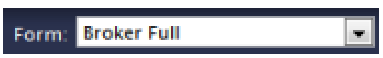
How...

To Navigate in Detail View



The **page counter** shows the number of results currently available for detail view, including the current result's number. A check in the checkbox indicates that the listing is selected. To deselect the viewed lislting, clear the checkbox.


The **navigation buttons** allow you to page through the detail forms. From left to right, the buttons represent First, Previous, Next, and Last.



The **Form dropdown list** allows you to select a detail form.

To Select Properties in Detail View

- To select properties while viewing each in a one-per-page form, select the page control checkbox in the **page counter**. Click again to clear the checkbox and deselect the property.
- To select properties while viewing multiple-list forms, select the property's checkbox in the top right corner of each detail report.
- To view *all* listing detail reports, leave none selected. The system interprets the selection of none as all.

To Choose a Form in Detail View

1. At the **View** page, open the **Form** dropdown list.
2. Click the desired form. The newly-selected form becomes your default until you choose a different form.

To Add to the Listing Cart

- At any **detail report**, regardless of selection, click the  **Listing Cart** icon on the navigation bar to add the listing to the listing cart; or

  Click the **Add** action on the action bar.
- To remove a listing from the cart, click the **Listing Cart** icon on the navigation bar again; or

  Click the **Remove** action on the action bar.

To Edit a Listing

1. In one-per-page format, click **Edit** at the action bar. (In multiple-per-page format, select a listing then click **Edit**.)
2. Select the desired edit option then click **Continue**. See “Edit a Listing” on page 23

To Add to Favourites

- At any **detail report**, regardless of selection, click the **star** icon on the navigation bar to select the listing as a favourites.
- To remove a listing from Favourites, click its gold star. The removal of colour confirms the listing’s removal from Favourites.

To View the Results List

- Click List at the action bar.

To Map the Listings

- Click **Map** at the action bar.

To View Photos

- To page through each photo displayed at the top left corner of a detail form, use the photo viewer’s **previous** and **next** navigation buttons. Each photo displays one at a time. To display a photo’s comment, if any, mouse over the photo.
- To display all the photos for a single property in the Photo dialog box, click any one of the photo viewer’s photos, or click **Photos** on the action bar.
- If you switch to the **Photo** dialog box when viewing a single property in a one-per-page format, all the property’s photos display. If you switch when viewing multiple properties in detail view, each property’s primary photo displays. The **Photo** dialog box shows each property’s primary photo with a checkbox.
- Any photo selected or deselected at the checkbox affects selections at the List, View, and Map pages and vice-versa.

To View Slide Shows

1. Click **Slideshow** on the action bar.
2. When in a one-page format, all of the property’s available photos display in the slide show.
3. In a multi-page format, select more than one property.
4. To navigate to a particular photo in a slide show, mouse over the current photo to show the navigation arrows. Click **right or left arrows** to move to the desired photo; or simply click the desired photo.
5. To close the slide show, click **X** in the top right corner of the Slideshow dialog box.

To View Attachments

At detail view, when a single listing displays in a one-per-page format (for example, Client Full, Flyer), a list of attachments may display at the top of the detail form. A paperclip icon displays in front of each attachment category or name. Standard Document categories are Agency Disclosure, Lead Paint Disclosure, Floor Plan, Survey, Property Condition Disclosure, Other 1, Other 2.

1. In one-per-page format, click an available attachment at the top of the page.
2. The **attachment** opens in a new window.
3. Click **Close** to return to detail view.

To View Links

At detail view, when a single listing displays in a one-per-page format, a list of links may display at the top of the detail form. Links for listings include Virtual Tour, Video, Neighbourhood Info, School Profiles, Schedule a Showing, and many other MLS-supplied links.

1. In one-per-page format, click an available link at the top of the page.
2. The **link** opens in a new window.
3. Click **Close** to return to detail view.

To Get Driving Directions

1. At the **View** page, navigate and select properties in the order that you want to travel.
2. Click **Directions** on the action bar.
3. At the **Driving Directions** dialog box, you may optionally click the **Move Up**, **Move Down**, and **Edit** buttons to re-order addresses for routing.
4. Zoom or move the map as needed.
5. To add another address to the list, click **Add**.
6. To customize your route, select **Avoid Traffic**, **Show listings on map**, and **Round-trip** checkboxes as needed.

Mapped Listings

About Mapping Listings

Use the Map action - from List or View - to see the results of your search as a fixed set of markers on a map. You can zoom and move the map as needed, mouse over a marker for pop-up details, and switch the map view from Road to Aerial or Birds-Eye.

At the action bar you can switch to List or View, and view Places (points of interest) and address Locations. A standard search results List displays beneath the map, allowing standard List actions and a switch to List or View.

To switch from a fixed set of markers to a full map search, open the dynamic criteria panel and select the Map Search checkbox. Once you select Map Search, the current map frame is the search area, and can be moved. Beyond a five mile limit, searching is suspended, and you must zoom in to search the map.

Work with Mapped Listings

Use the Map action - from List or View - to see the results of your search as a fixed set of markers on a map. You can zoom and move the map as needed, mouse over a marker for pop-up details, and switch the map view from Road to Aerial or Birds-Eye.

How...

To See Mapped Results from a List Page

1. At any search results List - including My Lists - select the listings you want to view on a map, or select none if you want to view all at map.
2. Click **Map** on the action bar. The mapped listings display.

Note:

If at List you click one or more listings that can't be mapped, a flag shows at the List below the Map for each listing that can't be mapped.

To See Mapped Results from Detail View

- At **View** in one-per-page format, click **Map** on the action bar. Only the currently displayed listing displays on the map. The listing need not be selected and the system ignores other selected listings.
- At **View** in multiple-per-page format, click **Map** on the action bar. All listings (if none are selected) or the selected listings display on the map.

To Understand Markers

Mapped listings display as markers on the map. They are numbered to match listings displayed in the search results list below the map.

Listing markers are assigned colours according to their status. To view the colour legend, click Legend at the Map control.

To Move the Map Frame

- At the **Map Search** page, drag the map or use the map control.

  Hold down the left mouse button and drag the map in the desired direction; or

  Click a **direction arrow** 

To Zoom In and Out

To zoom in for a closer view:

- Click **zoom in** ; or
- Roll the mouse wheel forward; or
- Double click the map

To zoom out for a broader view:

- Click **zoom out** ; or
- Roll the mouse wheel backward

Note:

The current zoom level appears in the lower right corner of the map. Beyond a distance determined by the MLS, searching is suspended, and you must zoom in to search the map.

To Change Map Views

Use the map control in the top left corner. Click one of the following to change the map view:

- **Road:** Street Map
- **Aerial:** Satellite photos
- **Birds Eye:** Aerial photos from four angles

To View the Listing Details Pop-up

- To display a detail pop-up, hover the **mouse pointer** over the map **marker**.
- To select a property for List, View, Map, Photos, and the results below the map, click the **pop-up** checkbox.
- To view the property at the **Detail View** page, click the **MLS#**.
- To page through each available photo in a pop-up, use the **previous** and **next** buttons. To display all of the photos for a single property in the Photo dialog box - if more than one - click any one of the pictures.

To Open and Close the Results List

The results list opens automatically below the map. Listings without a geo code are marked unmapped.

To see a bigger map, click the **Close Map List** arrow.

To see a bigger results list, click the **Open Map List** arrow.

To Shrink or Expand the Results List

1. Mouse over the divider line between the map and list panels.
2. Wait for the cursor to change to a double arrow icon.
3. Drag the divider line down to show more of the map and less of the list.
4. Drag the divider line up to show less of the map and more of the list.

To Navigate the Results List Below the Map

The **page counter** shows the number of results and pages, including the current page's number.


The **navigation buttons** allow you to navigate through each page. From left to right, the buttons represent First, Previous, Next, and Last.

The Page Size dropdown list allows you to set the number of rows on a page: **20**, **50**, and **100**. To view all results on a single, scrolling page, choose **All**.


On Map pages, the **Close Map List** button allows you to hide the results list in order to view a larger portion of the map. Alternatively, drag the divider between the map and list lower to see a larger map and smaller portion of the list.


On Map pages, the **Open Map List** button restores the results list to the default height - or to a height you set by dragging the divider.

Note:

In Map Search mode, any change in the size of the map frame causes a re-run of the search.

To Switch to a Full Map Search Using the Dynamic Criteria Panel

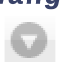
Once you switch to a full map search, the current map frame becomes the search area, and can be moved.

1. To open the **dynamic criteria panel**, click  the white downward arrow at the far right of the title bar .
2. Check the **Map Search** checkbox to switch from a fixed set of markers to a full map search.

Note:

Beyond a zoom limit set by the MLS, searching is suspended, and you must zoom in to search the map.

To Change Criteria Instantly at the Dynamic Criteria Panel

1.  To open the **dynamic criteria panel**, if it is not already open on the right side of the page, click the **white downward arrow** at the far right of the title bar.
2. Choose or type criteria at any field, or add a field at the **Other Fields** dropdown list.

   To draw a search area using radius and polygon shapes, make sure the **Map Search** checkbox at the top of the panel is checked. With Map Search checked, the search area fields Area, Municipality, Community, Postal Code, and MLS# are unavailable.

3.  To close the **dynamic criteria panel**, click the **white upward arrow** at the top of the open Panel .

To Return to the Criteria Page

- Click **Revise Criteria** on the title bar.

To Draw a Radius

1. Click **Radius** on the action bar.
2. Move the mouse pointer to the center point of the circle, then click to set the point.
3. Move the mouse to draw a line to the outside edge of the radius. The size of the radius increases as you move the mouse.
4. When the circle is the desired size, click the mouse to finish the circle.

To Draw a Polygon

1. Click **Polygon** on the action bar.
2. Move the mouse pointer to the desired first point, then click to set the point.
3. Move the mouse to draw a line to the next location, then click to set the point.
4. Click at additional points as necessary.
5. To close the polygon, double-click the mouse.

To Save a Shape

1. At the **Map** page, after drawing a shape, click **Save Shape** at the action bar.
2. At the **Save Shape** dialog box, enter a name for the shape, then click **Save**.

To Clear a Shape

- At the **Map** page, click **Clear** on the action bar.

To Use a Saved Shape

1. At the **Map** page, click the down arrow to open the Use Shape dropdown list, available on the action bar.
2. Choose the desired shape from the dropdown list.

Display Places, Locations, and Directions

To Display Places (POI)

1. At the **Map page**, click **Places** on the action bar.
2. At the **Show Places** dialog box, click one or more **Place** categories or enter a category not on the list.
3. To deselect a place category, click **Places** on the action bar, and at the dialog box clear checkboxes for the categories you don't want.
4. To clear all the categories from the map, click **Clear All**.

To Display Locations and Use Defaults

1. At the **Map** page, click **Location** on the action bar.
2. At the **Locations** dialog box, choose the task you want.

- **To find a location***:* At the **Find a Location** text box, enter the address, municipality, and/or postal code you want to locate on the map, then click **Find**. The dialog box closes and the location is marked with a blue pushpin. To add more than one pushpin to the map, repeat these steps.
- **To display details of the location***:* mouse over a **pushpin** to view its **pop-up**.
- **To select one or more saved locations***:* At the **Saved Locations** list, click checkboxes to select saved locations to be used for a task.
- **To set your default map location***:* At the **Saved Locations** list, choose a saved location and click **Set as Default**.
- **To go to your default map location***:* Click **Go to Default**.
- **To save the current location***:* After finding a location, click **Save Current As**. Enter a name, then click **Save**.
- **To delete a saved location***:* At the **Saved Locations** list, use checkboxes to select one or more locations for deletion, then click **Delete**.

To Get Driving Directions

1. At the **Map** page, click properties under the map in the order that you want to travel.
2. Click **Directions** on the action bar.
3. At the **Driving Directions** dialog box, you may optionally click the **Move Up**, **Move Down**, and **Edit** buttons to re-order addresses for routing.
4. Zoom or move the map as needed.
5. To add another address to the list, click **Add**.
6. To customize your route, click **Avoid Traffic**, **Show listings on map**, and **Round-trip** checkboxes as needed.

To Save a Map Search

1. At the **Map** page, enter shapes and criteria as needed until the properties you want are displayed.
2. Click **Save Search** at the top of the See “Dynamic Criteria Panel” on page 40.

Map Searches

About Map Searches

You can start a brand new map search and use the map tools to define a search area; or start by choosing a saved location or shape. Display the map in Road, Aerial, or Bird's Eye view.

When performing a Map Search, the system dynamically finds search results as you zoom in and out, move the map, draw a shape to define the search area, or change criteria at the dynamic criteria panel. You can display Places (points of interest) and address Locations. Center the map as needed.

Properties display as markers and in a results list below the map. If the map shows no markers, zoom in. Note: The system suspends searching at a zoom level defined by the MLS.

The marker's colour reflects its status. To view a legend identifying marker colours, click Legend.

When listings are very close to one another, their markers may overlap. To display the listing details pop-up, mouse over the marker.

If you haven't defined a search area or chosen a saved location or shape, your default map area displays. If you draw a polygon or radius to define the search area, listing markers are confined to that shape. You can save the shape for later use, clear the shape, and choose a saved shape from a dropdown list.

Adjust criteria, if needed, at the dynamic criteria panel. See "Dynamic Criteria Panel" on page 40

To see a larger portion of the map, hide the results list below it. Click the hide down arrow at the top right of the list's navigation bar.

Note:

- You can enter criteria at the dynamic criteria panel to the right of the map.
- When no markers display, look for screen instructions to zoom in.
- Listings without a geocode cannot be mapped. Such listings appear in the results list below the map, where an exclamation mark (!) symbol indicates they are not mapped.

Start a Map Search

Use the Map Search tab to start a map search. When performing a Map Search, the system finds results dynamically as you zoom in and out, move the map, draw a shape to define the search area, or change criteria at the dynamic criteria panel.

You can start a brand new map search and use the map tools to define a search area; or start by choosing a saved location or shape. Center the map as needed.

How...

To Enter Basic Criteria

1. At the **Search Type** page, click the **Map Search** tab.
2. Choose one or more options for **Class**.
3. Choose **Available**, **Unavailable**, or both.
4. Choose For Sale, For Lease, or both.

To Choose a Shape or Location

1. Sort by the **Type** column to easily find the shape or location you want to start with.
2. Click to select the name of a location or shape. You may double-click to open the map immediately.
3. Click **Continue** to open the map at the chosen search area.

To Delete and Rename Shapes & Locations

1. Select the shape or location you want to rename or delete. If you do not have permission to perform these actions, the Rename and Delete buttons are disabled.

   To rename the shape or location, click **Rename**. Clear and enter a new name, then click **Rename**.

   To delete the shape or location, click **Delete**. At the confirmation prompt, click **Delete**.

To Share Saved Shapes & Locations

1. Select the shape or location you want to share. If you are not the owner or are not otherwise permitted to perform this action, the Share button is disabled.
2. At the **Share Saved Location** dialog box, select **My Office** or **TREB**.
3. Click **Share**.

Run Map Searches for Listings

Use the Map Search tab to start a map search. See "Start a Map Search" on page 68 When performing a Map Search, the system finds results dynamically as you zoom in and out, move the map, draw a shape to define the search area, or change criteria at the dynamic criteria panel.

How...

To Understand Markers

Mapped listings display as markers on the map. They are numbered to match listings displayed in the search results list below the map.

Listing markers are assigned colours according to their status. To view the colour legend, click Legend at the Map control.

To Move the Map Frame

- At the **Map Search** page, drag the map or use the map control.

  Hold down the left mouse button and drag the map in the desired direction; or

  Click a **direction arrow** 

To Zoom In and Out

To zoom in for a closer view:

- Click **zoom in** ; or
- Roll the mouse wheel forward; or
- Double click the map

To zoom out for a broader view:

- Click **zoom out** ; or
- Roll the mouse wheel backward

Note:

The current zoom level appears in the lower right corner of the map. Beyond a distance determined by the MLS, searching is suspended, and you must zoom in to search the map.

To Change Map Views

Use the map control in the top left corner. Click one of the following to change the map view:

- **Road***:* Street Map
- **Aerial***:* Satellite photos
- **Birds Eye***:* Aerial photos from four angles

To View the Listing Details Pop-up

To display a detail pop-up for the properties returned by the search, hover the mouse pointer over the map marker.

- To select the property for List, View, Map, Photos, and the results list below the map, click the **pop-up bubble**'s checkbox.
- To view the property at the **Detail View** page, click the **MLS#**.
- To page through each available photo in a pop-up, use the **previous** and **next** buttons. To display all of the photos for a single property in the Photo dialog box, click any one of the pictures.

To Open and Close the Results List

The results list opens automatically below the map. Listings without a geo code cannot be mapped, and are flagged as unmapped.

Click the **Close Map List** arrow to see a bigger map.

Click the **Open Map List** arrow to restore the results list.

To Navigate the Results List Below the Map

27 Results – Page 1 of 1 The **page counter** shows the number of results and pages, including the current page's number.

The **navigation buttons** allow you to navigate through each page. From left to right, the buttons represent First, Previous, Next, and Last.

Page Size: All **The Page Size dropdown list** allows you to set the number of rows on a page: **20**, **50**, and **100**. To view all results on a single, scrolling page, choose **All**.

On Map pages, the **Close Map List** button allows you to hide the results list in order to view a larger portion of the map. Alternatively, drag the divider between the map and list lower to see a larger map and smaller portion of the list.

On Map pages, the **Open Map List** button restores the results list to the default height - or to a height you set by dragging the divider.

Note:

In Map Search mode, any change in the size of the map frame causes a re-run of the search.

To Change Criteria Instantly at the Dynamic Criteria Panel

1.  To open the dynamic criteria panel - if it is not already open - on the right side of the page, click the **white downward arrow** at the far right of the title bar.
2. Enter criteria at any field, or add a field at the **Other Fields** dropdown list.

   To draw a search area using radius and polygon shapes, make sure the **Map Search** checkbox at the top of the Dynamic Criteria panel is checked.
3.  To close the panel, click the white **upward arrow** at the top of the panel.

To Return to the Criteria Page

Click **Revise Criteria**.

To Draw a Radius

1. Click **Radius** on the action bar.
2. Move the mouse pointer to the center point of the circle, then click to set the point.
3. Move the mouse to draw a line to the outside edge of the radius. The size of the radius increases as you move the mouse.
4. When the circle is the desired size, click the mouse to finish the circle.

To Draw a Polygon

1. Click **Polygon** on the action bar.
2. Move the mouse pointer to the first point of the polygon, then click to set the point.
3. Move the mouse to draw a line to the next location, then click to set the point.
4. Click at additional points as necessary.
5. To close the polygon, double-click the mouse.

To Save a Radius or Polygon

1. At the **Map** page, after drawing a shape, click **Save Shape** at the action bar.
2. At the Save Shape dialog box, enter a name for the shape, then click **Save**.

To Clear a Radius or Polygon

- At the **Map** page, click **Clear** on the action bar.

To Use a Saved Radius or Polygon

1. At the **Map** page, click the **down arrow** to open the **Use Shape** dropdown list, available on the action bar.
2. Choose the desired shape from the dropdown list.

To Display Places (POI)

1. At the map page, click **Places** on the action bar.
2. At the **Show Places** dialog box, click one or more **Place** categories or enter a category not on the list.
3. To deselect a place category, click **Places** on the action bar, and at the dialog box clear checkboxes for the categories you don't want.
4. To clear all place categories from the map, click **Clear All**.

To Display Locations and User Defaults

1. At the **Map** page, click **Location** on the action bar.
2. At the **Locations** dialog box, choose the task you want.

- **To Find a Location***:* At the **Find a Location** text box, enter the address, postal code, and/or municipality you want to locate on the map, then click **Find**. The dialog box closes and the location is marked with a blue pushpin. To add more than one pushpin to the map, repeat these steps.
- **To display more details***:* mouse over a **pushpin** to view its **pop-up**.
- **To select one or more saved locations***:* At the **Saved Locations** list, select checkboxes to select saved locations to be used for a task.
- **To set your default map location***:* At the **Saved Locations** list, choose a saved location and click **Set as Default**.
- **To go to your default map location***:* Click **Go to Default**.
- **To save the current location***:* After finding a location, click **Save Current As**. Enter a name then click Save.
- **To delete a saved location***:* At the **Saved Locations** list, select checkboxes at locations you want to remove. Click **Delete**.

To Get Driving Directions

1. At the **Map** page, click properties under the map in the order that you want to travel.
2. Click **Directions** on the action bar.
3. At the **Driving Directions** dialog box, you may optionally click the **Move Up**, **Move Down**, and **Edit** buttons to re-order addresses for routing.
4. Zoom or move the map as needed.
5. To add another address to the list, click **Add**.
6. To customize your route, click **Avoid Traffic**, **Show listings on map**, and **Round-trip** checkboxes as needed.

To Save a Map Search

1. At the **Map** page, enter shapes and criteria as needed until the properties you want are displayed.
2. Click **Save Search** at the top of the See "Dynamic Criteria Panel" on page 40.

Save & Share Searches

Saved and Shared Searches

Use the Saved Searches tab - at the Search Type page - to open a list of saved searches. The Saved Searches tab shows the columns “Name”, “Shared By”, and “Modified”. Sort any column by clicking the column heading.

- The Name column shows an alphabetized list of saved searches.
- The Shared By column shows your name if you saved the search; shows the name of another member who has shared a saved search with your brokerage; or shows no name if no one has shared the saved search with your brokerage.
- The Modified column shows the date and time that the saved search was last modified.

How...

To Start a Saved Search

1. At the **Listings Search Type** page, click the **Saved Searches** tab.
2. Click to select a search. Take note of the selected Class, Availability, For Sale / For Lease, and Archives selections.
3. Click **Continue** to proceed to the Criteria page; or

   To open the saved search immediately, double-click the one you want to run.

4. At the **Criteria** page, enter search criteria.

To Sort the List of Saved Searches

1. Click a column heading (Name, Shared By, Modified) to sort in ascending order.
2. Click again to sort in descending order.

To Delete and Rename a Saved Search

1. Click to select the search you want to rename or delete. If you do not have permission to perform these actions, the Rename and Delete buttons are disabled.

- To rename the search, click **Rename**. Clear and enter a new name, then click **Rename** again.
- To delete the search, click **Delete**. At the confirmation prompt, click **Delete** again.

To Share a Saved Search

1. Click to select the saved search you want to share. If you are not the owner or are not otherwise permitted to perform this action, the Share button is disabled.
2. At the **Share Saved Search** dialog box, click **My Office** or TREB.
3. Click **Share**.

Predefined Searches

Run Pre-Defined Searches

Use the Listings Pre-Defined Searches tab to start a pre-defined search for Addresses, Just Expired, and other common searches. These frequently used searches require minimal data entry.

Because pre-defined searches are defined by the MLS, you cannot save them after making your own changes. You can, however, save a pre-defined Search as a new search with a unique name. If you make no changes to Class, Availability, For Sale / For Lease, or Archives, the saved search is displayed in the Saved Search list (see Saved Searches Tab) but is treated as a pre-defined search when used. If you *do* make changes at these fields, the saved search opens with the appropriate Quick or Flex search template.

How...

To Run a Pre-Defined Search for Listings

1. At the **Listings Search Type** page, choose the **Pre-Defined Searches** tab.
2. Choose basic criteria: One or more of **Class**, **Availability**,, **For Sale / For Lease**, and **Archives**.
3. Click a search, then click **Continue**. The **Criteria** page opens for field entry. Note: If you double click a pre-defined search in the list, the search form opens immediately using default options for basic criteria.
4. At the **Criteria** page, enter criteria then click **Continue**.

To Sort the List of Pre-Defined Searches

1. Click the **Name** column heading once to sort in alphabetical order.
2. Click again to sort in reverse alphabetical order.

MLS Number Searches

Run an MLS Number Search

Use the MLS# Search tab from the Listings Search Type page to search for one or more listings by their MLS#. Before you submit the MLS# Search, you may save the search, making it available at a Saved Searches search.

How...

To Run an MLS# Search

1. At the **Search Typ**e page, click the MLS# Search tab.
2. Enter one or more **MLS numbers** in the text area. Separate each number by a comma, space, or line break.
3. Click **Continue**.
4. At the **Results (List)** page, search results display for each **MLS#** entered.

To Save the MLS# Search Before You Run It

1. After entering your list of **MLS** numbers, click **Save Search**.
2. At **Name**, enter a name for the search.
3. Click **Save**. The dialog box closes.
4. At the **MLS# Search** tab, click **Continue**.

Custom Column Sets

About Customize Columns

The Customize Columns dialog box opens when you click Customize at any Results List. The dialog box lets you create a new column set from scratch or change an existing one. If you have permission you can also save and share the new or changed set.

Column sets display rows of information about each selected column heading in the set. Use the Customize Columns dialog box to create a new column set from scratch, import a column set, and to save, share, edit, rename, or delete an existing set for which you have permission. You may also use the dialog box to define or change sort order for multiple columns.

- To create a new column set, click Create New and use the Add a Column dropdown list to add fields one at a time to the Edit Columns worksheet. Once you have added columns, you can assign a label, column width, alignment, data-type format, and decimal places for each column. You can also remove columns or rearrange their order with the Move Up and Move Down buttons.
- To edit an existing column set, choose the set you want to change from the Columns dropdown list.

Customize a Column Set

When your search is complete, the system displays the search results in your choice of column set formats. If you want to change or add to a set, you can create your own custom set or edit an existing one in the Customize Columns Editor.

The Edit Columns table displays each column in a row. Each row's properties are explained as follows:

Item	Definition
Name	The column's system-assigned field name, added as you select fields from the Add a Column dropdown list. Note: Name does not display at the search results list. Instead, the user-assigned Label displays.
Label	The column heading. Accept or change as desired. It is this label that displays at the search results list.
Width	Maximum column width. Accept or change as desired. Note: The auto-filled width reflects the field's longest value. if you decrease the auto-filled width, field values may be truncated in the column set when displayed in a list.
Alignment	Column justification: Left, Center, and Right. Accept or change Alignment at the dropdown list.
Format	Column data type: Currency – Short; Currency – Long; Date – Long; Date – Short; Date – ISO; Decimal; and Text. Note: The dropdown list displays appropriate choices for the selected field.
Decimals	Number of decimal places for numeric columns. Accept or change as desired.

How...

To Create a New Column Set

At any results list, click *Customize* to display the Customize Columns dialog box.

1. At the **Customize Columns** dialog, click **Create New**. The worksheet clears so that you can add columns, define column properties, and reorder the columns.
2. At the **Add a Column** dropdown list, select each field you want to include as a column in your new column set. Each column and its properties displays as a row in the **Edit Columns** table, although not yet in the order you want them to display at search results.
3. You may accept all system-assigned properties, or change them as needed by referring to the table above.
4. Check a row's checkbox to select a column you want to move or remove.
5. Reorder the columns as described below.
6. Click **Save** and enter a name. Click **Save** again.

To Edit an Existing Column Set

1. At any results **List**, open the Columns dropdown list.
2. Choose a **column set** from the dropdown list.
3. Click **Customize** to display the set in the **Edit Columns** table.
4. At the **Edit Columns** table, make desired changes.

5. Click **Save**. At the **Save Column Set** dialog box you can overwrite (click **Save**) or save a new copy (click **Save As**).
6. At **Column Set Name**, type a unique name and click **Save**.

To Reorder Columns

The order in which you position columns in the Edit Columns table determines their placement (from left to right) at the search results list.

- At the **Edit Columns** table:

  To move a column up in the table, select the column's checkbox and click **Move Up** as many times as needed.

  To move a column down in the table, select the checkbox and click **Move Down** as many times as needed.

To Remove a Column From the Set

1. At the **Edit Columns** table, select the column's checkbox.
2. Click **Remove**.

To Save a New or Changed Column Set

1. At the **Edit Columns** table, set appropriate fields and properties.
2. Click **Save**, then enter a new name at the **Save Column Set** dialog box.
3. The system makes the new column set available at the **Columns** dropdown list.

To Use an Unsaved Column Set Temporarily

1. At the **Edit Columns** table, set appropriate fields and properties.
2. Click **Use Without Saving**.
3. The system does not make the temporary column set available at the **Columns** dropdown list.

To Share a Column Set

1. At the C**ustomize Column**s dialog box, open the **Column Set** dropdown list.
2. Select a column set.
3. Click **Share**.
4. At the Share Column Set dialog, click **My Office** to share with others in your brokerage, or **TREB** to share with all TMLS users.
5. Click **Share**.
6. At **Save Column Set** click **Save**, or click **Save As** to save an existing set with a new name.
7. At **Column Set Name**, enter a unique name, then click **Save**.

To Rename and Delete a Column Set

1. Choose the column set you want to rename or delete from the **Column** dropdown list. You must have permission to do so.
2. Click **Rename**. The **Rename Column Set** dialog box displays with the current name.

3. Clear and enter the desired name, then click **Rename**. The renamed or deleted column set is reflected in the **Columns** dropdown list.
4. To delete a column set, choose the column set then click **Delete**.

To Define a Multi-Level Sort for a Column Set

You can define a multi-level sort for the column set by up to three columns. For example, main category *Municipality*, second category *Style*, third category *Price*. In this case, the report groups rows by Municipality, within Municipality by Style, and within Style by Price. In this case, Municipalityis the first column, Style is the second, and Price is the third.

To choose the first column for the sort, at Multi Level Sort, choose a column from the Sort By dropdown list. You must also choose a sort order for the column: Ascending (low to high) or Descending (high to low). Choose a second column, if desired, from the newly-revealed Then By dropdown list. Choose a third column, if desired, from the next Then By dropdown list.

1. At **Multi-Level Sort**, choose a column from the **Sort By** dropdown list, then choose **Ascending** or **Descending**.
2. At **Then B**y, choose another column then choose **Ascending** or **Descending**.
3. Repeat step 2 if desired.

Note:

It is not necessary to define a multi-level sort for every column report. To sort by a particular column while viewing a results list, click the column heading once to sort in ascending order, again to sort in descending order.

To Import Column Sets from the Legacy System

1. Click **Import Your Column Set**s.
2. At the Import dialog box, click **Import**.

Note:

- The function imports all of your brokerage’s saved custom one-line reports as column sets, for you alone. The imported column sets are not shared with anyone in your office.
- If you click the import link more than once, duplicates are imported.
- To share the imports with your brokerage, optionally change, then save and share the column sets.

To Delete Imported Column Sets

- Click the **Delete Unused Imported Column Sets** to delete imported sets you do not want to change, use, or share.

Photo & Slideshows

View Photos

Use the Photos action - from List or View - to view all the photos for a single property or the primary photos for selected properties.

If you switch to the Photo dialog box when viewing a single property in a one-per-page format, all the property's photos display. If you switch when viewing multiple properties in detail View, as in a thumbnail form, each property's primary photo displays. The Photo dialog box shows each property's primary photo with a checkbox.

Each detail report may display one or several photos in the Detail Form Photo viewer at the top left corner of a one-per-page form, or the left side of a multiple-per-page form.

How...

To Navigate Photos in the Detail Form Photo viewer

1. At a detail report with multiple photos, use the Photo viewer's **previous** and **next** buttons to page through each photo. Each photo displays one at a time. If the listing has a single photo, navigation buttons do not appear.
2. Mouse over the photo to display its comment, if any.

To View the Photo Dialog Box from a One-Per-Page Form

1. Click any photo in the detail form photo viewer to display all photos stored for the currently viewed listing.
2. Use the scroll bar, if necessary, to view all the photos at the **Photos** dialog.
3. At the **Photo** dialog box, click any photo to enlarge it.
4. At the enlarged photo, click **Return to Photos** to return to the **Photos** dialog box, or **Close** to return to the detail report.

To View the Photo Dialog Box from a Multiple-Per-Page Form

1. Click any photo in the detail form photo viewer to display all photos stored for the single listing; or

   Check the checkbox for desired listings then click **Photos** on the action bar to view the primary photo for the selected listings. The checkbox below each listing's primary photo is selected. If you clear a checkbox, that photo is no longer selected at List, View, and Map.
2. Use the scroll bar, if necessary, to view all the photos at the Photos dialog.
3. At the **Photo** dialog box, click any photo to enlarge it.
4. At the enlarged photo, click **Return to Photos** to return to the Photos dialog box, or close the dialog box to return to the detail report.

To View the Photo Dialog Box from a Search Results List

1. To view photos for all or selected listings, at a **List** page, click **Photos** at the action bar.
2. The **Photo** dialog box displays. If a single listing is selected, all of its photos display. If multiple or all listings are selected, the primary photo for each displays at the Photo dialog box.
3. At the **Photo** dialog box, click any photo to enlarge it.

4. At the enlarged photo, click **Return to Photos** to return to the Photos dialog box, or close the dialog to return to the List.

Manage Photos

At the Photos section of the listing detail edit form, you can upload up to twelve photos and preview, describe, move, and delete them. You may edit a selected photo.

Notes:

- No photos are visible until at least one is uploaded.
- Once you upload photos to the work area, a thumbnail photo displays for each.
- The system saves changes automatically at the photos work area.

How...

To Manage Photos

1. At the **Edit Listing** tab, type the **MLS#** and click **Open**. Review the summary details to confirm this is the correct listing to edit.
2. Choose **Manage Photos** from the list of edit types, then click **Continue**.
3. At the **Photos** section of the listing detail edit form, you may **Upload**, **Delete**, **Preview**, or change the order of attachments as needed. As you make changes, the system saves them automatically.
4. Click **Submit**.
5. At the **Add/Edit Complete** dialog box, choose another option or click Exit.

To Upload Photos

1. At the **Photos** section of the listing detail edit form, click **Upload**.
2. At the **Upload Photos** dialog box, browse for a photo, type a description, then click **Upload**. Note: You can upload up to twelve photos.

To Preview the Listing with Photos

1. At the **Photos** section of the listing detail edit form, click **Preview**. The listing (or draft) displays in detail view format. Photos display in the top left corner, and can be navigated using forward and back arrows.
2. Click **Close** to close the Preview window.

To Add or Change a Description After Uploading

1. At the **Photos** section of the listing detail edit form, click the text box under the photo thumbnail.
2. Type a description.

To Move a Photo

1. At the **Photos** section of the listing detail edit form, left click the mouse at a photo you want to move.
2. While holding the mouse button, drag the photo to the desired location.
3. Release the mouse button to drop the photo at the new location.
4. Drag and drop additional photos as needed.

To Delete a Photo

1. At the **Photos** section of the listing detail edit form, click the desired photo's checkbox to select it.
2. Click **Delete**.
3. At the confirmation prompt, confirm the deletion. The system removes the photo then re-saves the listing detail edit form.

1. At the **Photos** section of the listing detail edit form, click the desired photo's checkbox to select it.
2. Click **Edit**.
3. To enhance the photo See "Edit Photo Dialog" on page 89

Edit Photo Dialog

Use the Edit Photo dialog box - available from the Edit action at the Photos tab during listing Add/Edit - to enhance a listing's photos. You can darken, brighten, change contrast, rotate, delete, resize, and crop photos. Use the navigation arrows to move between photos, and the delete button to delete the photo.

Change Brightness

To darken the overall photo, click the Darken action at Edit Photo. To continue darkening, repeat the action as needed.

To lighten the overall photo, click the Lighten action at Edit Photo. To continue lightening, repeat the action as needed.

Change Contrast

To decrease the contrast between the photo's light and dark colours, click the - Contrast action. To continue decreasing contrast, repeat the action as needed.

To increase the contrast between the photo's light and dark colours, click the + Contrast action. To continue increasing contrast, repeat the action as needed.

Rotate a Photo

To rotate a photo counterclockwise 90°, click the - Rotate action. To continue rotating in the same direction, repeat the action as needed.

To rotate a photo clockwise 90°, click the + Rotate action. To continue rotating in the same direction, repeat the action as needed.

Crop or Resize a Photo

When you submit a listing, the system automatically scales and crops all photos to system-standard dimensions. When scaled and cropped, the photo's aspect ratio is always preserved so that the photo does not appear stretched.

If the system determines that more than 5% of its area will be lost during automatic scaling and cropping, a Photo Cropping Alert flag displays on the photo thumbnail. You can ignore the flags and allow the system to perform automatic cropping, or crop photos manually. To crop manually, use the Crop action on the Photo Edit dialog box.

The Crop action applies to the photo currently displayed in the Edit Photo dialog box. The action toggles on and off. To enable cropping, click the Crop action. To exit cropping, click Crop again, or click Cancel.

When you enable cropping, the system grays out any portion of the photo that must be removed in order to match standard dimensions. To resize the photo, drag a corner handle in either direction. While you drag, the system constrains the photo to the correct aspect ratio. To complete the crop, click the Apply button. The system removes the grayed out portion and displays the cropped version of the photo.

Review the cropped photo. To permanently save the change and close the Edit Photo dialog box, click Save.

Navigate Through Photos

To view more photos and move between them, use the Previous and Next actions that display as green arrows.

Delete a Photo

To delete the photo currently displayed in the Photo Edit dialog box, use the Delete action.

View Slide Shows

You can view a slide show of property photos from List or View.

To display a dynamic slide show of property photos, click Slideshow on the action bar.

- When you select one property for a slide show, all of that property's photos display in the form of a slide show. If available, a comment displays below the photo. In Detail View, *only the currently-viewed property* displays in the slide show viewer, regardless of whether the property is selected in Detail View.
- When you select several or all properties for a slide show, all of the properties' primary photos display in the form of a slide show.

To navigate to a particular photo in a slide show, mouse over the current photo to show the navigation arrows. Click right or left arrows to move to the desired photo; or simply click the desired photo below the slide show.

To close the slide show, click X in the top right corner of the Slideshow dialog box.

Note:

To achieve a slide show of this kind at View, select more than one properties at a form that displays several (for example, a thumbnail form).

How...

To View a Slide Show from a One-Per-Page Form

1. To display a slide show of all photos stored for the currently viewed listing, click **Slideshow** at the action bar.
2. Click any photo below the slide show to switch to it, or use the floating navigation arrows to move forward or backward through the photos.
3. Click **Close** to return to the detail report.

To View a Slide Show from a Multiple-Per-Page Form

1. Click any photo in the detail form photo viewer to display all photos stored for the a single listing; or

   Check the checkbox for desired listings then click **Photos** on the action bar to view the primary photo for the selected listings. At the **Slideshow** dialog box, the checkbox below each listing's primary photo is checked. If you clear a checkbox, that photo is no longer selected at List and View.
2. Click **Close** to return to the detail report.

To View a Slide Show from a Search Results List

1. At a **List** page, click **Slideshow** at the action bar to view a slide show for all or selected listings.
2. The slide show displays. If a single listing is selected, all of its photos display. If multiple or all listings are selected, the primary photo for each listing in the slide show.
3. Click **Close** to return to **List**.

Driving Directions

Get Driving Directions

Use the Driving Directions dialog box - from the Results List or Map pages - to get driving directions from your default location to selected addresses. The dialog box displays addresses selected at List and Map in the order you chose them, or the currently displayed listing at View. Alternatively you can type the addresses and add them to the list. You can re-order the addresses as needed, and print the desired sections of the directions box.

Below the list of addresses, a map displays the suggested route. You may zoom or move the map as needed. Below the map, textual driving directions show distance and travel time.

To customize your route, select options for Avoid Traffic, Show listings on map, and Round-trip as needed.

If the address lacks a proper geocode and cannot be mapped, Driving Directions does not include that listing among the addresses.

How...

To Select Listings to Route

On the Results List page:

- To choose addresses on the results list page, select each listing's checkbox in the desired order, then click **Driving Directions**, on the action bar, to initiate routing.

On the Detail View page:

- When using a one-per-page form, you can get driving directions from your default location to the listing currently in view. Click **Driving Directions**, on the action bar, to initiate routing.
- When using a multiple-per-page form, you can get driving directions from your default location to selected listings. Check each listing's checkbox in the desired order, then click **Driving Directions**, on the action bar, to initiate routing.

On the Map page, there are two ways to select addresses for driving directions:

- To choose addresses at listing pop-ups, open the first pop-up for your route and select its checkbox. Repeat this step - in the desired order - for each address you want to include in the driving directions. Each listing you choose is selected in the results list below the map. Click **Driving Directions** on the action bar to initiate routing.
- To choose addresses from the results list below the map, select each listing's checkbox in the desired order, then click **Driving Directions** on the action bar to initiate routing.

To Add and Reposition Addresses in the Route

1. At the **Driving Directions** dialog box, click **Add**. The new address is added to the bottom of the list.
2. Check an **address** checkbox and click **Move Up** or **Move Down** as needed for your desired route.

To Edit and Remove Addresses in the Route

- To edit an address, select the **address** checkbox and click **Edit**. At the **Edit Address** dialog box, change the address as needed, then click **Save**.
- To remove an address, select the **address** checkbox and click **Remove**. The address is removed from the route.

To Customize the Route

- At **Directions Options**, select options for **Avoid Traffic**, **Show listings on map**, and **Round-trip** as needed.

To Print Driving Directions

1. Display driving directions from List, View, or Map. See "Driving Directions Dialog"
2. At the **Driving Directions dialog**, click the **Print** icon.
3. At the **Print Options** dialog box, select or clear one or more options:

   Map: Print the mapped route with optional round trip, reference # markers, intermediate destinations, and the distance at each destination.

   Directions: Print turn-by-turn directions in text with distance notations and reference numbers.

   Detail Views: Print the detail views in the format you select from the Detail Form dropdown list.
4. To print the pages, click the **Print** button.
5. Browsers vary. Directions may print immediately, or a dialog box may display. You may need to choose the Print option from the browser's File menu.

Send Email

Send Listings

You can email your customer a link to listings with the site action Send. Send is available at List, View, Map, Driving Directions, and My List options. The link that is emailed to recipients allows them to view selected listings along with maps and photos if you chose to make these available.

At View, you can include maps if you change the detail form from a No Address form to one that includes the property's address.

The emailed link remains active for two weeks. You may format the message as you like, using the formatting toolbar. See "Formatting Email" on page 99

How...

To Create the Email Message

1. To open the **Send** dialog box, click **Send** at the site action bar.
2. At the **To** field, enter one or more email addresses.
3. At the **Subject** field, change or accept the default subject.
4. In the **Message text** area, change or accept the default text.
5. Edit and See "Formatting Email" on page 99 the message as required.
6. At the **For** dropdown list, select the listings you want to send.
7. At the **Form** dropdown list, select a detail form in which your customer will view the listings. To send listing forms with no address or map, use a form such as Client Full - No Address. To send listing forms with an address (which lets you send a map as well), use a form such as Client Full.
8. To send a duplicate message to your MLS email account, select the **Send Copy to Yourself** checkbox.
9. To include a map with your email, select the **Include Map** checkbox.
10. Click **Send** to send the email.

To Understand What the Recipient Receives

When the email recipient opens your message and clicks on the provided link, a new window opens with the following displayed for each listing:

- A *Map* (if this option is available and selected by the salesperson) along with a results list that corresponds to the map by marker number. Listings selected for the recipient display on the map and the list below it.
- A *Detail form* for each sent listing, with links if available.
- *Download* and *Print* actions. Both actions convert the visual display to PDF format.

To Provide Instructions to the Recipient

Instructions for viewing the properties, replying to the email, and unsubscribing from the property-email service are provided in the default email message. If you choose to include a map - and if any of your detail views include links - you may want to include further instructions for the recipient. Any of the following paragraphs may be copied and pasted into the body of your email message and edited as needed.

Map

To see the emailed properties on a map, mouse over the coloured markers (some markers may overlap) for brief details that display in a popup. For a key to marker colours, click Legend from the map tools. To zoom in and out, roll the mouse forward or back. To view photos, use the arrow buttons at the bottom of the first displayed photo.

To move the map, drag the mouse in any direction. To change from Road to other views, click the desired view from map tools.

A corresponding numbered list with more information appears below the map. To sort the list by any column, click its header.

Links

If links appear at the top of a property's detail form, click the link to open the associated document.

Download and Print

To download or print the linked information, click Download or Print above the map or first detail form, then follow the prompts at the displayed dialog boxes.

Formatting Email

To apply formatting such as bold or italic to any text or paragraph in an email message, select the text you want to format and choose a button from the toolbar. See "Send Listings" on page 97

Send Email Formatting Toolbar

Format	Tool	Effect
Bold (Ctrl+B)		**these words are bold** and these are not.
Italic (Ctrl+I)		*these words are* italic and these are not.
Underline (Ctrl+U)		these words are underlined and these are not.
Strikethrough		In a sentence ~~these words are struck through~~ and these are not.
Align Left		This sentence is aligned left.
Align Centre		This sentence is aligned centre.
Align Right		This sentence is aligned right.
Align Full		This paragraph is aligned full (justified) in order to spread the words on each line from margin to margin. To achieve this affect, the system distributes space between words as needed. The last line of a fully aligned paragraph is aligned left.
Unordered list (Bulleted)		• First bulleted item • Second bulleted item
Ordered list (Numbered)		1. First numbered item 2. Second numbered item
Undo (Ctrl+Z)		Click to undo the last change.
Redo (Ctrl+Y)		Click to restore the last undone change.
Font Family	Arial	Click down arrow for a list of fonts to select from.
Font Size	3 (12 pt)	Click down arrow for a list of font sizes. These words are 12pt
Select text colour		these words are blue and these are red

My Lists

Favourite Listings

You can select a listing as a favourite at any results list, map detail popup, and detail report. Once selected, the new favourite is added to the Favourite Listings counter at the My Lists menu where all favourites are available for display.

Note:

The Favourite Listings page displays in results list format, and all the functionality of the List page is available. See “Work With Results” on page 51

To Select and De-Select a Favourite

- At a List, View, Map, or map pop-up, click the **star** beside or above the listing. The star turns golden when selected. When a favourite appears, its star is golden.
- Click a favourite’s gold **star** to remove it from Favourites. The removal of colour confirms the property’s removal from Favourites.

To View All Favourites

1. Choose **My Lists** on the main menu.
2. Choose **Favourite Listings** on the sub-menu.
3. Work with the **Favourite Listing**s list as you would any list.

Listing Cart

Listing Cart allows you to gather listings from multiple searches in a single place before you send them to a customer. Listings remain in the cart until you remove them, so the next time you log in you can continue gathering them.

Select a listing for your listing cart at any results list and at detail view. Once selected, the listing is added to the listing cart counter at the My Lists menu.

Note:

The Listing Cart page displays in results list format, and all the functionality of the List page is available. See “Work With Results” on page 51

How...

To Add and Remove a Listing for the Cart

- At a List, View, or Map detail Pop-up, click the **cart** icon beside or above the listing. The cart turns bold when selected. When a listing-cart item appears in a List, View, Map, or Map pop-up, its cart icon is bold. Alternatively, select the listing you want to add to the cart and click **Add** on the action bar.
- Click a listing’s **cart** icon to remove a listing from the Listing Cart. The removal of bold formatting confirms the listing’s removal from the cart. Alternatively, select the listing you want to remove from the cart and click **Remove** on the action bar.

To View Listings in the Listing Cart

1. Click **My Lists** on the main menu.
2. Click **Listing Cart** on the sub-menu.
3. Work with the listing cart list as you would any list.

My Listings

Use My Listings - from My Lists on the main menu - to view a results list of all your active and under contract listings. As you accumulate new listings or their status changes, they are added to or removed from the My Listings counter at the My Lists menu, where they are available for display.

When you log in, the system identifies you and your association with your listings. Only you can access your listing information. When you are a second salesperson for a listing, that listing also displays at My Listings.

Note:

The My Listings page displays in results list format, and all the functionality of the List page is available. See "Work With Results" on page 51

To View My Listings

1. Click **My Lists** on the main menu.
2. Click **My Listings** on the sub-menu.
3. Work with the My Listings list as you would any list.

Recent Searches

Use Recent Searches - from My Lists on the main menu - to view a list of your recent searches, allowing you to re-run or change any you choose. Each time you run an instance of the recent search, the system tracks and updates search results and the results counter.

The list of searches displays the most recent search first, in reverse-chronological order. If the search was a pre-defined or saved search, its name appears in the list (for example, Address Search). If the search was a New search, the Class and Availability values appear at the name.

Note:

Recent Searches do not include Map and dynamic criteria panel searches. If, however, you click Revise Criteria at a Map Search, then resubmit the search at the Criteria page, the search is stored in the Recent Search list.

To Run a Recent Search

1. Click **My Lists** on the main menu.
2. Click **Recent Searches** on the sub-menu.
3. To select a search, click its row.
4. To view current search results immediately, click **Results** ; or

   To view a selected search at the Criteria page, click **Continue** ; or

   To open it at the **Criteria** page, double-click the search.

Recently Viewed

Use Recently Viewed - from My Lists on the main menu - to display a list of your recently viewed listing Detail View forms. Once viewed, a unique detail view form is added to the Recently Viewed counter at the My Lists menu where all are available for display.

Note:

The Recently Viewed page displays in results list format, and all the functionality of the List page is available. See “Work With Results” on page 51

To See Recently Viewed Listings

1. Click **My Lists** on the main menu.
2. Click **Recently Viewed** on the sub-menu.
3. Work with the Recently Viewed list as you would any list.

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