Multiple Listing Service of Long Island

Using StratusMLS
Page by Page

CONTENTS

What's New In Stratus MLS

Stratus MLS® is optimized for the newest Firefox, Chrome, Safari, and Internet Explorer web browsers. To log in with your favorite browser, launch it from your Windows Start Menu or Mac OS Dock and visit www.mlsstratus.com. Run the new search side-by-side with the current full-featured Stratus MLS.

New Highlights Include...

- Multitask with multiple Stratus 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 instantly with Dynamic Criteria Panel
- Store and send listings from your Listing Cart
- Retrieve recent searches & detail reports instantly
- Choose an interface theme
- Choose Flex Menu side or top navigation

Dual Log On

Only one user is permitted to log on simultaneously with the same log on codes. If a user is logged on to a Stratus MLS session and a second user logs on with the same codes, a popup message displays for the new user:

"Another user is currently signed on with the same codes. That user has been terminated to allow you to access the system."

News Dialog

When you log on to Stratus MLS the News dialog box opens automatically, showing a list of News headlines. News headlines display on the list as they are added.

To view a news item, click its headline. The article displays in a smaller window. To close the article, click the article's Close button. Click each desired headline and close its window once read.

To close the main News dialog box, click Close. Once you close the News dialog it is no longer available during your current Stratus MLS session.

Site Actions

About Site Actions

The system's site action bar at the top of the 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 the contents of the listing cart, or all selected list rows at any results list.
- Click Settings to change the appearance of the system window by Theme.
- Click New Window to open multiple system windows for multi-tasking.
- Click Log Out to close your session.

Print Options Dialog

Use the Print Options dialog box - from the site action "Print" - from List, View, and Directions. The system offers screen-specific printing options.The system prepares pages for viewing and printing in Adobe Reader's PDF format, where you may access all standard PDF functions.

NOTE

To print from pages where the Print Options dialog box does not display (for example, Map) your browser's standard Print dialog box displays instead of the Print Options dialog.

To remove the browser's standard headers and footers, use Page Setup in the browser's File menu.

Printing at List

At the Results List page you may print - in your choice of column formats - either all the list rows (the entire search results list) or just the list rows you select. You can also print detail reports for the selected list rows. The Print Options dialog box provides all three options.

To print criteria along with the list rows, select one of the options for printing list rows, select the "Also Include Criteria" checkbox, and then click "Print". To insure a complete column report, print in Landscape mode and use your browser's Page Setup feature, if needed, to enable "Shrink-to-Fit".

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Printing at View

At the Detail View page you may print - in your choice of detail forms - the detail view for the currently-viewed listing (use a one-per-page form; detail views for selected listings; or all the listings. The Print Options dialog box provides these options depending on the form in use.

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Printing at Driving Directions

At the Driving Directions dialog box you may print the Map, Directions, and Detail Views. The Map and Directions options are selected by default.

The "Map" option prints the driving route (with round trip if chosen), reference number markers, and optional listing markers. Below the map the Total Distance and Time is tallied.

The "Directions" option prints turn-by-turn directions, with notations of distance from turn to turn. The system includes reference numbers corresponding to map markers, and identifies intermediate destinations and the cumulative distance at each destination.

The "Detail Views" option prints detail views - in the format you select from the Detail Form dropdown list.

Previewing the Printed Page

To display a preview of the printed document, click "Print Preview". The displayed PDF page(s) allow use of all standard PDF functions.

Send Dialog

Use the Send dialog box - from the site action "Send" - to email a link to selected listings, maps, and photos. A convenient way to send listings is from the Listing Cart. The available email options vary with the type of page being viewed when you start Send. The emailed link remains active for two weeks.

You may format the message as you wish, using the formatting toolbar. See "Formatting Toolbar" on page 97.

Choosing Options at the Send Dialog Fields

Field	Description
"To" text box	Enter one or more email addresses.
"Subject" text box	Accept the default subject, or delete it and enter a new subject.
"Message" rich text area	Accept part or all of the default message and signature, or delete and enter text as desired. Includes the editing toolbar. See "Formatting Toolbar" on page 97. Use or change the signature as you wish.
"Detail Form" dropdown list	Select a detail form in which your customer will view the listings. To send listing forms with no address, use a form such as "Client Full - No Address" To send listing forms with an address (which allows a map to be sent as well) use a form such as "Client Full".
"Send a Copy to Yourself" checkbox	Select checkbox to send a duplicate message to the email address the MLS has on file for your account.
"Include photo gallery"	Select checkbox to include a Photo Gallery detail view form along with the already-selected detail view form. This checkbox is available only when the selected form is a one-per-page form.
"Include Map"	Select checkbox, available when the selected detail form includes the listing address, to include a map that shows the sent listings on the map.
"What do you want to send?"	Select one of three options: "Current Detail View" to send only the currently viewed one-per-page listing (at View); "X Selected Detail Views" to send all selected listings ; "All Y Detail views" to send all detail views regardless of whether they are selected.
"Send" button	Sends the email. If you have entered a valid email address, a confirmation message displays.
"Include Photo Gallery" checkbox	Available for one-per-page forms only, at the Results List (List) and Detail View (View) pages.

Sending from Various Page Types

- **At Search Results page (List)**: You may send a link to detail reports for all or selected listings, along with a map and/or photo gallery if available.
- **At Detail View page (View)**: You may send a link to the *currently viewed* listing (if in one-per-page format), or to all or selected listings, along with a map and/or photo gallery if available.
- **At Map page (Map):** You may send a link to detail reports for all or selected listings, along with a map and/or photo gallery if available.

What the Recipient Sees

When the email recipient clicks on the "properties of interest" link, a new window opens with the following displayed for each listing:

- A Map (if this option is available and selected) 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 View for each listing.
- A Photo Gallery view for each listing (if this option is available and selected)

Providing Instructions to the Recipient

Instructions that explain how the recipient can view the properties, reply to the email, and unsubscribe from the service are provided in the default email message. If you choose to include a map or photo gallery - and if any of your detail views include links - you may want to include further instructions. The following paragraphs may be copied and pasted into your email message and edited as desired.

MAP

To see your listings on a map, mouse over the colored markers (some markers may overlap) for brief details that display in a popup. For a key to marker colors, click "Legend" from the map tools. To zoom in and out, roll the mouse roller forward or back. 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

To view Virtual Tours, Neighborhood Info, and other links that may appear at the top of a property's detail form, click the link to open the associated page.

PHOTOS & PHOTO GALLERY

To scroll through a property's photos on the detail forms, click the next/previous buttons on the photo viewer. Click any photo to view all the property's photos. If a photo gallery is available for a particular listing the gallery appears on the detail form.

Settings Page

Use the Settings page - from the site action "Settings" - to change the appearance of the system window.

To change the window's appearance, choose a theme from the dropdown list, and then click "Save".

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.

While 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

- When a new window opens a dialog box titled "New Window" displays, containing a message with the following text: "CAUTION: You have opened a new window in your current session. Any changes saved will overwrite work in a prior open window." The dialog box also contains a button labeled "Close" to close the dialog

- If you log out from any open system window, you are 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 does not allow you to close a single window or tab, click the browser Close button X to close the window.

- If you use a browser that does not allow you to log out of all windows by logging out of one, click the browser Close button X to close the window.

Log Out

To log out of your current session, click "Log Out" on the Site Actions bar.

Log out retains the following forms and uses them as defaults in your next session, although you can change each as needed:

- Search (Criteria) Form
- Column Set
- Page Size choice
- Detail Form

If you have more than one window open, log out will log out of your entire session and close all open windows, if your browser permits.

See "Timeout Dialog" on page 15 for instructions to handle a system warning that you must renew an inactive session.

Timeout Dialog

The "Timeout" dialog box 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.

To renew your session and remain logged in, click "Renew" while the warning displays.

To log out and close your session immediately, click "Log Out".

NOTE

You may receive a timeout message while working in a dialog box (such as Customize Columns). This occurs if you have not communicated with the server - such as by clicking "Save". To remain logged in, click "Renew" at the timeout warning.

New Searches

New Searches Tab

Use the New Search tab - at the Search Type page - to start a new search.

Starting a New Search

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

New Search: Basic Fields

Field	Description
Class	Choose one or more listing Classes (Residential; Condo/Co-op/HOA; Rental; Land; Commercial/Industrial.)
Availability	Choose whether your search is for available listings, unavailable listings, or both: • *Available listings* are new or back on market. They may have had a price change or extension. • *Unavailable listings* are closed, expired, under contract, withdrawn, or rented.
Public/Private	Choose whether your search is for Public (MLS) listings, Private listings, or both.
Archives	When the search includes Unavailable listings, you may include archived listings in the search. This requires that you choose no more than five towns in your search area. You cannot choose a zip code, zone, or county, nor can you draw a shape if you map the results.

NOTE

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

Choosing a Different Type of Search

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).

Criteria Page

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

- To choose a defined search area by field, select one or more towns, zipcodes, zones, and/or counties 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.
- To choose a unique search area by map shape, click the Map action on the Criteria page, then draw a polygon or radius. See "Criteria - Map Format" on page 23. When you draw the search area by shape, search results display at the Map page. See "Mapped Results" on page 80.

Choosing a Search Form

For a New search, the Criteria page shows a dropdown list of available Search Forms. The system provides forms appropriate for the selected class and availability. To change the form if more than one is provided, choose one at the Action bar's "Search Form" dropdown list. If you switch search forms, the new form preserves criteria that you entered in the previous form.

- *Quick Search Forms*: Provides commonly-searched fields for the chosen Class and Availability. Enter or select values at any field; add more fields as needed from the "Other Fields" dropdown list.
- *Flex Search Forms*: Provides only the fields needed to define a search area. In order to build a search, choose more fields from the "Other Fields" dropdown list.
- *Pre-defined Search Forms*: Provides a custom template with a limited number of fields that are relevant to the chosen pre-defined search.

NOTES

- When you select more than one class, the Flex Search form is the only form provided.
- Your most recently used search form is stored in your user profile. This form opens automatically the next time you search.

- If you switch forms, any fields in the criteria that do not exist in the new form are added to the bottom of the form under "Other Fields".

Entering Criteria

The number of field values you enter influences the number of results found. By using more fields the search finds fewer results. By using fewer fields you expand the search so that it finds more results.

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

- *Dropdown lists* where you select one or more options (for example, Town), 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).

Excluding Values with "Not"

On the Criteria page, "Not" checkboxes display at dropdown lists and text boxes. "Not" allows you to exclude one or more options from search results.

For example, if the selection at Style is "Contemporary" and you select the "Not" checkbox, the search finds listings for *all Styles except Contemporary*. The search statement at Preview reads, "Style: not "Contemporary'".

To exclude a value from a search, select the field's "Not" checkbox, and then select or enter the value(s) you want to exclude from results.

Adding More Fields to the Search Form

If there are fields you would like to use in your search but they do not appear on the search form, you can add them. To add additional fields, click the "Other Fields" dropdown list and select a field. Choose - or enter - criteria as needed; field types differ.

Defining the Search Area by Field or Map Shape

For all searches except MSL# Search, you must define a search area before submitting criteria. You can define search areas two ways: by selecting at least one of town, zip, zone, and/or county fields at the Criteria page; or by drawing a polygon or radius at the Criteria - Map format page.

- *At the Criteria page*: Choose one or more Towns, Zips, Zones, and/or Counties from the dropdown lists. You must make a selection from at least one of 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 towns and a zone), search results include properties in *all* the selected search areas. This allows you to search properties in a particular zone along with bordering towns.
- *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 to start drawing another, choose a saved shape from the Used Saved Shape dropdown list, choose from Places (points of interest) or address locations. See "Criteria - Map Format" on page 23 for more information about the available Criteria - Map Format actions.

NOTE

- 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.

Previewing the Search

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.

Saving the Search

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:

- To overwrite the previously-saved search, click "Save".
- To save the changed search with a unique name, click "Save As", enter a name, and click "Save".

To save a copy of another owner's search with changes, or to save changes to a Pre-Defined search, click "Save Search" on the Action bar, then click "Save As" and name the search. Search assigns you ownership of the new copy.

To learn more about saving a search see "Save Search Dialog" on page 46.

To learn more about previously saved searches see "Saved Searches Tab" on page 44.

To share a saved search, see "Share Search Dialog" on page 47.

Clearing Criteria

To clear all values at Criteria, click "Clear" on the Action bar.

Clear, at the Criteria page, does not clear a drawn shape at Criteria - Map format. To clear the shape, switch to Criteria - Map and click "Clear" on the Action bar.

Counting on the Fly

A counter on the Action bar dynamically updates the number of results as you enter a search area. The counter updates as you add additional criteria at the Criteria page.

Submitting the Search

To submit the search at the Criteria page, click "Submit" at the top or bottom of the page. If you defined a search area at the Criteria - Map Format page, you can submit the search there instead. Once you submit the search, results display at the Results (List) page.

Criteria - Map Format

Use Map Format - from the Criteria page - to draw a search area on a map. You can move the map in Criteria - Map Format, zoom in and out with the mouse wheel or zoom controls, and draw a polygon or radius around the search area. You can also save the shape for later use, clear the shape to draw another, choose a saved shape from a dropdown list, display Places (points of interest) and address Locations.

To choose a unique search area by drawing a map shape, first choose a search form at the Mapped Format page then click the Map action and draw a polygon or radius in Criteria - Map format.

Search areas that you draw in Map Format work in tandem with field criteria entered at the Criteria page - with the exception of Town, Zip, Zone, and County. See "Criteria Page" on page 19. You can switch back and forth between Criteria and Map Format pages, and submit the search from either page.

When the search area is defined by a map shape, results display at the Map Search page instead of the Results (List) page. See "Map Search Page" on page 34See "Mapped Results" on page 80.

If desired, you can change your shape at the Map Search page.

Moving the Map Frame

To move the map, use the mouse or the map control in the top left corner to move the map up, down, left, or right:

- Hold down the left mouse button and drag the map in the desired direction; or
- Click a direction arrow

Zooming In and Out

To zoom in for a closer view:

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

To zoom out for a broader view:

- Click ; or
- Roll the mouse wheel backward

The current zoom level appears in the lower right corner of the map.

Changing 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

NOTE:

- In Birds Eye view, map drawing tools are disabled.

Counting on the Fly

A counter on the Action bar dynamically updates the number of results as you enter a search area. The counter updates as you add additional criteria at the Criteria page.

Drawing a Shape

To define a search area by drawing a shape (polygon or radius), use mouse clicks to draw lines and set points. Ultimate results are limited to listings within the drawn shape.

Before you begin to draw a shape, move and zoom the map so the entire search area is visible.

- To draw an irregular shape, click "Polygon" on the Action bar. Move the mouse pointer to the first point of the polygon and click to set the point. Move the mouse to "draw" a line to the next location, then click to set the point. Use additional clicks on the map before closing the polygon. To close the polygon, double-click the mouse.
- To draw a radius (circle) around a center point,click "Radius" on the Action bar.Move the mouse pointer to the center point of the circle and click to set the point. 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. When the circle is the desired size, click the mouse to finish the circle.

NOTES

- Search areas defined by a drawn shape replace field criteria for Town, Zip, Zone, and/or County.
- If you move the shape partially off the map frame, the list of search results below the map updates to reflect the removed markers.

Saving a Shape

When you save a polygon or radius, the system saves the shape along with its center-point and zoom level. Saved shapes are available for re-use at the map's "Use Shape" dropdown list.

To save a drawn shape, click "Save Shape" at the Action bar. At the "Save Shape" dialog box, enter a name for the shape, then click "Save".

Clearing a Shape

To clear a polygon or radius, click "Clear" on the Action bar.

Once you define a search area by drawing a polygon or radius, any values set for Town, Zip, Zone, and County are removed from criteria. If you clear the drawn shape, you must choose at least one option from one of these fields or use another shape.

Using a Saved Shape

The "Use Shape" dropdown list, available on the Action bar, includes the names of all saved shapes.

To open a saved shape on the map for re-use, choose the desired shape from the dropdown list.

Displaying Places (POI)

Use the "Show Places" dialog box - from "Places" on the Action bar - to view "i" markers for one or more place categories. You can select and de-select "Place" categories (such as school, restaurant, store) for display as needed, or enter a category not on the list (such as hospital, mall).

To display a place category, select or enter the place categories you want to display, then click "Show". An "i" marker shows each place in the selected category. Mouse over any "i" marker to display a Places pop-up with name, address, and phone number details.

To de-select a place category, click "Places" on the Action bar, and at the dialog box clear checkboxes for the categories you don't want. To clear all the categories from the map, click "Clear All".

Displaying Locations

To find a particular location on the map, click "Location" on the Action bar. The "Locations" action allows you to save a location, set a location as the default Map, go to the default location,

delete saved locations, find a particular location (for example, address, zip, town), and go to a saved location.

The system represents locations with a blue pushpin. When saved, the center-point and zoom level of the currently displayed map are saved along with the location. You can save more than one location, each represented by a pushpin.

Mouse over any pushpin to view the location pop-up, which shows the address and allows the removal of the pin.

Submitting the Search

To submit the search, click "Submit" at the top or bottom in Map Format, or return to Criteria to use other fields before submitting the search.

Once you submit a search in which the search area is defined by a shape on the map, results display at the Mapped Results page, not at the Results (List) page.

Preview Dialog

Use the "Preview dialog" - from the Criteria page or Map's Dynamic Criteria Panel - to show a summary of the search criteria in the form of search statements. If the criteria is valid, you can see how each search statement limits the count of results the search will find.

Preview fields are ordered as follows: Fields in the template portion of the criteria page display in the order in which they appear in the template. Fields selected at "Other Fields" display in the order they are chosen.

Close the Preview dialog box before you submit the search.

Previewing with Map Shapes

If you designate a search area by drawing a polygon or radius at Map, the Preview dialog opens at the Dynamic Criteria panel's Action bar, includes a notation for "Map Shape" and notes the count of listings in the defined shape search area.

Submitting the Search at Preview

To accept and submit the criteria, click "Submit" in the Preview dialog box without returning to Criteria.

To return to the Criteria page to make changes, click "Close" in the Preview dialog box.

NOTE

Submit is not available when Previewing from the Dynamic Criteria Panel.

Map Searches

Map Search Tab

Use the Map Search tab - at the Search Type page - 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.

Starting a "Map Search"

On the Map Search tab, choose one or more options for Class, Availability, and Public/Private. To continue to the Map page, click "Continue".

Basic Criteria for Map Searches

Sections	Description
Class	Choose one or more listing Classes (Residential; Condo/Co-op/HOA; Rental; Land; Commercial/Industrial.)
Availability	Choose whether your search is for available listings, unavailable listings, or both: • *Available listings* are new or back on market. They may have had a price change or extension. • *Unavailable listings* are closed, expired, under contract, withdrawn/released, or rented.
Public/Private	Choose whether your search is for Public (MLS) listings, Private listings, or both.

NOTE

- The ability to choose more than one option at a field depends on the selected Classes.
- You may not include archived listings in a Map Search.

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 or "Other Fields" dropdown list. The results update after each change you make.

Once opened, the Dynamic Criteria Panel remains open until you close it.

Map Search Checkbox

The Dynamic Criteria Panel contains a checkbox labeled "Map Search" that controls whether or not a map functions as a full map search or a fixed set of mapped results. By checking and un-checking Map Search you can switch between a searchable map and one that, even when zoomed or dragged, does not alter the current set of mapped listings.

> *Whenever you check Map Search, you enable a full map search*. The system removes the following fields from the Dynamic Criteria Panel: Town, Zip, Zone, County, and ML#. 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 reflect immediately in the map frame and the results list below.

> *Whenever you clear Map Search, the set of mapped listings remains fixed*. The system restores Town, Zip, Zone, County, and ML# fields. If you attempt to draw shapes, the system prompts you to enable Map Search.

The current state of the Map Search checkbox remains the same whether the Dynamic Criteria Panel is open or closed.

NOTE

- When you start a *Map Search* at the Search Type page, results display at Map. The Dynamic Criteria Panel automatically opens with Map Search checked, enabling a full map search.
- 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 checked, enabling a full map search.
- When you start a *New Search* at the Search Type page and define the search area by field (Town, Zip, Zone, County, or ML#), results display at List. At List, the Dynamic Criteria Panel is automatically closed and the Map Search checkbox is cleared. You can change criteria right there at List to see immediate changes, but to switch from List to Map, click "Map" at the action bar. At Map Results, the Dynamic Criteria Panel is closed and the Map Search checkbox remains cleared.
  - o To fully enable a map search at Mapped Results, open the Dynamic Criteria Panel and check Map Search.

o   To work with a fixed set of mapped listings at Map (without enabling a full map search) *do not* check Map Search at the Dynamic Criteria Panel.

Opening and Closing the Dynamic Criteria Panel

To open the Dynamic Criteria Panel, if it is not already open, click [image] at the top right side of the List Control bar.

To close the Dynamic Criteria Panel, click [image] at the top right side of the panel.

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Conserving 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 [image] at the top right corner of the Dynamic Criteria Panel.

To re-open the left menu, click [image] at the left side of the top (horizontal) menu.

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Previewing 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.

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Saving 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:

- To overwrite the previously-saved search, click "Save".

- To save the changed search with a unique name, click "Save As", enter a name, and click "Save".

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Clearing 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.

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Map Search Page

Use the Map page - from the Map Search tab - to find listings on a map. When the map page opens, your default map area displays in the map frame. The system shows listings as colored markers in the map frame and in results list format below the map. If no listing markers display, drag the map and zoom in as necessary, or change the search area by drawing a polygon or radius. Adjust criteria, if needed, at the Dynamic Criteria Panel. See "Dynamic Criteria Panel" on page 31.

You can display the map in Road, Aerial, and Bird's Eye views. You can move the map frame, zoom in and out with the mouse wheel or zoom controls, and draw a polygon or radius around a search area. You can save the shape for later use, clear the shape, choose a saved shape from a dropdown list, display Places (points of interest) and address Locations.

The color of the listing marker indicates the listing status. When listings are very close to one another, their markers may overlap. To display the listing details pop-up, mouse over the marker. To view a legend identifying marker colors, click "Legend".

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

NOTES

- You can enter criteria at the Dynamic Criteria Panel to the right of the map. See Entering Criteria at Dynamic Criteria Panel below.
- Informational text may direct you to zoom in further. Every time a change is made on the map, the spinning "Searching" icon displays.
- Listings without a geocode cannot be mapped. Such listings appear in the results list below the map - where a symbol indicates they are not mapped - but no marker displays on the map itself. Hover over the symbol to view a message.

Understanding Marker Colors

Listing markers are assigned colors according to their status as follows:
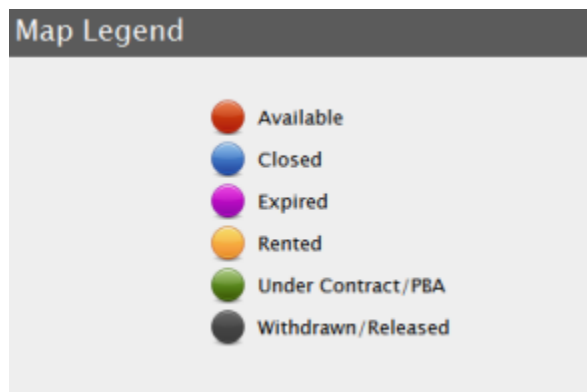
To view the color legend, click "Legend" at the Map control.

Moving the Map Frame

To move the map, use the mouse or the map control in the top left corner to move the map up, down, left, or right:

- Hold down the left mouse button and drag the map in the desired direction; or
- Click a direction arrow

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Zooming In and Out

To zoom in for a closer view:

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

To zoom out for a broader view:

- Click ; or
- Roll the mouse wheel backward

NOTE

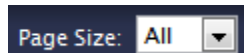The current zoom level appears in the lower right corner of the map.

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Navigating the Results List Below the Map

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

 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, use the "All" setting.

 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.

Changing 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

Viewing the Listing Details Pop-up

To display a detail pop-up containing the ML#, price, address, and other information pertinent to a listing's class and status, hover the mouse pointer over the listing's map marker. If listings overlap on the map, the pop-up shows details for each overlapped listing. The Favorites star, when clicked, adds the listing to your Favorites. The cart, when clicked, adds the listing to your listings cart. The checkbox, when selected, selects the listing at List, View, Map, Photos, and the results list below the Map.

To view the listing at the Detail View page, click the ML#.

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 listing in the Photo dialog box, click one of the pictures. See "Photos Dialog" on page 86.

Entering Criteria at the Dynamic Criteria Panel

In a Map Search, results display at Map. The Dynamic Criteria Panel Automatically opens, with "Map Search" checked, enabling a full map search. Criteria changes you make on the panel are instantly reflected on the map and in the results list below the map.The system removes the following fields from the Dynamic Criteria Panel: Town, Zip, Zone, County, and ML#. To define or change a search area you must drag, zoom, or draw a map shape.

Enter criteria changes at the Dynamic Criteria Panel's template, or at the "Other Fields" dropdown list. The system reruns the search with each change.

If you use the system's left-side menu, space on the display may be too limited for both map and Dynamic Criteria Panel. In this case, the system automatically closes the left menu and opens the top menu to allow room for the Dynamic Criteria Panel.

To re-open the left-side menu, if needed, click the "Open" button at the top left corner of the map page. (If instead you choose to close the Dynamic Criteria Panel, the left menu re-opens and the top menu closes.) See "Dynamic Criteria Panel" on page 31.

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Drawing a Shape

To define a search area by drawing a shape (polygon or radius), use mouse clicks to draw lines and set points. Ultimate results are limited to listings within the drawn shape.

Before you begin to draw a shape, move and zoom the map so the entire search area is visible.

- To draw an irregular shape, click "Polygon" on the Action bar. Move the mouse pointer to the first point of the polygon and click to set the point. Move the mouse to "draw" a line to the next location, then click to set the point. Use additional clicks on the map before closing the polygon. To close the polygon, double-click the mouse.
- To draw a radius (circle) around a center point,click "Radius" on the Action bar.Move the mouse pointer to the center point of the circle and click to set the point. 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. When the circle is the desired size, click the mouse to finish the circle.

NOTES

- Search areas defined by a drawn shape replace field criteria for Town, Zip, Zone, and/or County.
- If you move the shape partially off the map frame, the list of search results below the map updates to reflect the removed markers.

[734975709](#)Saving a Shape

To save a shape at a map search, the Dynamic Criteria Panel must be open with the "Map Search" checkbox selected.

When you save a polygon or radius, the system saves the shape along with its center-point and zoom level. Saved shapes are available for re-use at the map's "Use Shape" dropdown list.

To save a drawn shape, click "Save Shape" at the Action bar. At the "Save Shape" dialog box, enter a name for the shape, then click "Save".

Clearing a Shape

To clear a polygon or radius, click "Clear" on the Action bar.

Once you define a search area by drawing a polygon or radius, any values set for Town, Zip, Zone, and County are removed from criteria. If you clear the drawn shape, you must choose at least one option from one of these fields or use another shape.

Using a Saved Shape

The "Use Shape" dropdown list, available on the Action bar, includes the names of all saved shapes.

To open a saved shape on the map for re-use, choose the desired shape from the dropdown list.

Displaying Places (POI)

Use the "Show Places" dialog box - from "Places" on the Action bar - to view "i" markers for one or more place categories. You can select and de-select "Place" categories (such as school, restaurant, store) for display as needed, or enter a category not on the list (such as hospital, mall).

To display a place category, select or enter the place categories you want to display, then click "Show". An "i" marker shows each place in the selected category. Mouse over any "i" marker to display a Places pop-up with name, address, and phone number details.

To de-select a place category, click "Places" on the Action bar, and at the dialog box clear checkboxes for the categories you don't want. To clear all the categories from the map, click "Clear All".

Displaying Locations and Using Defaults

To find a particular location on the map, click "Location" on the Action bar. The "Locations" action allows you to save a location, set a location as the default Map, go to the default location, delete saved locations, find a particular location (for example, address, zip, town), and go to a saved location.

The system represents locations with a blue pushpin. When saved, the center-point and zoom level of the currently displayed map are saved along with the location. You can save more than one location, each represented by a pushpin.

Mouse over any pushpin to view the location pop-up, which shows the address and allows the removal of the pin.

At the"Locations" dialog box, choose the task you want.

- **To find a location:** At the "Find a Location" text box, enter the address, zip, and/or town 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 the street address, town, state, and zip code**, 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, click checkboxes to select one or more locations for deletion. Click "Delete".

734975709Getting Driving Directions

To get driving directions from your default location to selected addresses, choose results in the order that you want to travel, then click "Directions" on the Action bar. The "Driving Directions" dialog box opens, where each address is listed and can be re-ordered if necessary.

Below the Driving Directions address list, a map displays the suggested route. You may zoom or move the map as needed. Below the map, directions display including distance and travel time.

To move, edit, or remove selected addresses, click the corresponding checkbox and the button for the appropriate action.

To add another address to the list, click "Add".

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

See "Driving Directions Dialog" on page 90.

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Saving a Map Search

To save a map search, click "Save Search" at the top of the Dynamic Criteria Panel.

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Show Places Dialog

Use the "Show Places" dialog box - from "Places" on the Action bar at the Map page - to view "i" markers for one or more place categories. You can select and de-select "Place" categories (such as school, restaurant) as needed, or enter a category not on the list (such as hospital, mall).

To display a place category, select or enter the place categories you want to display, then click "Show". An "i" marker shows each place in the selected category. Mouse over any "i" marker to display a Places pop-up with name, address, and phone number details.

To de-select a place category, click "Places" on the Action bar, and at the dialog box clear checkboxes for the categories you don't want. To clear all the categories from the map, click "Clear All".

Locations Dialog

Use the Locations dialog box - from "Location" on the Action bar at the Map page - to save a map location, set a location as the default Map, go to the default location, delete saved locations, find a particular location (for example, address, zip, town), and go to a saved location

A location is a point on a map, represented by a pushpin. When saved, the center-point and zoom level of the currently displayed map are saved along with the location. You can save more than one location, each represented by a pushpin.

Mouse over any pushpin to view the Location pop-up, which shows the address and allows the removal of the pin.

At the"Locations" dialog box, choose the task you want.

- **To find a location:** At the "Find a Location" text box, enter the address, zip, and/or town 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 the street address, town, state, and zip code**, 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, click checkboxes to select one or more locations for deletion. Click "Delete".

Saved Searches

Saved Searches Tab

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", "Owner", and "Modified". All columns may be sorted by clicking the column heading.

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

Starting a "Saved Search"

On the Saved Search tab, double click or select its option button to choose a saved search. Ordinarily a saved search is stored with one or more choices for Class, Availability, Public/Private, and Archived. In this case, you cannot change the stored option. If no option is selected at a particular field, with the exception of Archives you can choose the options you want.

Basic Criteria for Saved Searches

Sections	Description
Class	If Class has no selected options, choose one or more listing Classes (Residential; Condo/Co-op/HOA; Rental; Land; Commercial/Industrial.)
Availability	If Availability has no selected options, choose whether your search is for available listings, unavailable listings, or both: • *Available listings* are new or back on market. They may have had a price change or extension. • *Unavailable listings* are closed, expired, under contract, withdrawn/released, or rented.
Public/Private	If Public/Private has no selected options, choose whether your search is for Public (MLS) listings, Private listings, or both.
Archives	When the search includes Unavailable listings, you may include archived listings in the search. This requires that you choose no more than five towns in your search area. You cannot choose a zip code, zone, or county.

Sorting the List of Saved Searches

The list of saved searches is in alphabetical order by Name. Click a column heading (Name, Owner, Modified) to sort in ascending order. Click again to resort in descending order.

Choosing a Saved Search

Select a saved search by clicking its checkbox or clicking the row. If you double-click a row, the system assumes you want to run the search and displays the Criteria page, as saved.

Viewing Immediate Results

To view the current results List for a selected saved search, click "Results" to see the search results immediately. Otherwise, click "Continue" to see the Criteria page. NOTE: The Results button is disabled if the search is missing basic information, such as the search area.

Deleting and Renaming Saved Searches

 Choose the saved 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".

To delete the search, click "Delete". At the confirmation prompt, click "Delete".

Sharing Saved Searches

 Choose the saved search you want to share. NOTE: If you are not the owner or are not otherwise permitted to perform this action, the Share button is disabled.

Save Search Dialog

To save a new search, enter a name in the "Search name" text box, and then click "Save".

To re-save a previously-saved search with revisions, if you have permission to do so, the dialog box prompts you to "Save" the existing search or to "Save As" a new search. In the later case, enter a name and then click "Save". If you don't have permission to re-save an existing search, you can save it as a new search.

To delete, rename, or share a previously-saved search, if you have permission to do so, See "Saved Searches Tab" on page 44.

When you save a new or previously-saved search, the new search becomes available at the Saved Searches tab. Your name as owner appears only when you share the newly saved search. See "Share Search Dialog" on page 47.

Share Search Dialog

The Share Search Dialog - from the "Share" button on the Saved Search page - allows you to share your own searches with others in your office.

Share options include "No One" and "My Office". When you have made your selection, click "Share".

If you choose "My Office", the list at the Saved Search tab is updated. Your name - visible to everyone in the office - is added as owner.

Pre-Defined Searches

Predefined Searches Tab

Use the "Pre-Defined Searches" tab - at the Search Type page - to start a pre-defined search. These frequently used searches require minimal data entry. The list of pre-defined searches displays on the left, and basic criteria displays on the right.

The Pre-Defined Searches tab shows a single column, Name. You can sort the column by clicking the heading.

Starting a Pre-Defined Search

On the Pre-Defined Search tab, double click or select an option button to choose a pre-defined search. Choose one or more options for Class, Availability, Public/Private, and Archived. To continue to the Criteria page where you can enter criteria for the Pre-Defined search, click "Continue".

Basic Criteria for Pre-Defined Searches

Sections	Description
Class	Choose one or more listing Classes (Residential; Condo/Co-op/HOA; Rental; Land; Commercial/Industrial.) NOTE: "Seasonal Rental" searches allow only one class, "Rental".
Availability	Choose whether your search is for available listings, unavailable listings, or both: • *Available listings* are new or back on market. They may have had a price change or extension. • *Unavailable listings* are closed, expired, under contract, withdrawn/released, or rented.
Public/Private	Choose whether your search is for Public (MLS) listings, Private listings, or both.
Archives	Archived listings are allowed only when the pre-defined search includes Unavailable listings. This requires that you choose no more than five towns in your search area. You cannot choose a zip code, zone, or county.

NOTES

- To sort the list of pre-defined searches, click the "Name" column heading once to sort in alphabetical order. Click again to sort in reverse alphabetical order.
- The ability to choose more than one option at a field depends on the chosen Classes. Some pre-defined searches restrict fields to relevant options.

Saving a Pre-Defined Search

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 that will appear afterwards in the list of saved searches. Depending on what fields you change at the pre-defined search form, when you save the search as your own, the search is saved with the same Pre-Defined search form as the original, or with another appropriate form. See "Save Search Dialog" on page 46.

MLS# Search

MLS# Search Tab

Use the "MLS# Search" tab - at the Search Type page - to search for one or more listings by MLS#.

Starting an "MLS Number" Search

Enter one or more MLS numbers in the text area. Separate each number by a comma, space, or a line break, then click "Continue". At the Results (List) page, search results display for each MLS# entered.

To save the search before you run it, click "Save Search".

To sort the results list, click a column heading once to sort in alphabetical order. Click again to sort in reverse alphabetical order.

Results List

Results Page

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.

At the Results page, 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 (such as ResA), and add results to your listing cart.

Use the Action bar to switch between List, View, and Map. Actions also allow you to view photos, slideshows, statistics-and-counts data, get driving directions, narrow or expand the list of results, flag favorites, and add results to your listing cart.
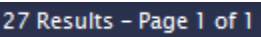
To change your criteria and view immediate results, open the Dynamic Criteria Panel (see "Dynamic Criteria Panel" on page 31) and make your changes without leaving the Results page. Alternatively, click "Revise Criteria", make your changes, and submit your search again.

NOTE

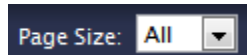In order to avoid Internet performance problems, the MLS limits the number of search results at the Results.

Navigating the Results List

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

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, use the "All" setting.

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.

Selecting Results

The checkbox at the beginning of each row indicates whether or not the row is selected. When checked, the row turns blue, indicating that it is selected.

- To select a row, click its checkbox. Click again to clear the checkbox.
- To select multiple rows, click each desired checkbox.
- To select *all* results when Page Size is set to All, click the checkbox in the heading row, or leave all the checkboxes clear.
- To select *all* the results when Page Size is set to Auto, 20, 50, or 100, click the checkbox in the first page's heading row. A message displays below the headings. Click the message's underlined link (for example, "select all 53") in order to choose *all* the results on all pages.

NOTE

Changes in the selections you make at List are reflected at View, Map, and Photo. Likewise, changes in your selections at View, Map, and Photo are reflected at List.

Displaying Detail Reports

To view all or selected search results in Detail View, click "View" at the Action bar. See "Detail View Page" on page 72.

Mapping the Results

To view all or selected search results on the dynamic map, click "Map" at the Action Bar. See "Mapped Results" on page 80.

Choosing a Column Set

Column headings vary depending on the column set selected at the Columns dropdown list. Initially, results display in the default MLS column set that is appropriate for the Class, Availability, and type of search.

To switch to a different column set, select one at the dropdown list. In addition to MLS-created column sets, the dropdown list includes your own custom column sets and those that others have shared with you.

When you switch to a different column set, the Results (List) page re-displays in the new column format, and the newly-selected set becomes your default until you choose a different column set.

Sorting by Column

To sort by a single column in ascending order, click the column heading. To reverse the order, click the heading again. An upward facing arrow indicates ascending order; a downward facing arrow indicates descending order.

To define a multi-level sort for the current column set - or another set you have customized - See "Customize Columns Editor" on page 64 .

Customizing a Column Set

To customize a column set, from the "Columns" dropdown list choose the column set you want to edit. See "Customize Columns Editor" on page 64 to edit the column report or create a new one.

Selecting Favorites

To select a listing as a Favorite, click the star beside it. The star turns golden when selected. Whenever a designated Favoriteappears in any Results List, View, Map, or Map pop-up, its star is golden.

To remove a listing from Favorites, click its gold star. The removal of color confirms the listing's removal from Favorites.

To view all selected Favorites, click My Favorites under the Main Menu's "My Lists" heading.

Viewing Photos

To open the "Photos" dialog box, click the "Photos" action.

- When a listing is already selected (or de-selected) it is likewise selected (or de-selected) on the Photos dialog.
- If no listings are selected or more than one listing is selected, then the primary photos for all or selected listings display on the Photos dialog along with a checkbox for each photo. When a listing is selected (or de-selected) at the Photos dialog, it is also selected (or de-selected) at List, View, and Map.
- If only one listing is already selected then all photos for that listing display in the Photos dialog.

To enlarge a photo, click on it. To restore its original size, click again.

To close the Photos Viewer, click Close X.

Viewing Slide Shows

To display a dynamic slideshow of listing photos, click "Slideshow" on the Action bar.

- When you select one listing for a slide show, all of that listing's photos display in the form of a slide show. If available, the comment stored for each of the listing's photos displays

below its corresponding photo. In Detail View, *only the currently-viewed listing* displays in the slideshow viewer, regardless of whether the listing is selected in Detail View.

- When you select several or all listings for a slide show, all of the listings' primary photos display in the form of a slide show. NOTE: To achieve a slideshow of this kind at View, select more than one listing at a form that displays several (for example, a thumbnail form).

To navigate to a particular photo, 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.

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

Viewing Statistics

To display the "Statistics & Counts" report, which contains tables of statistical and count data for all or selected results, click "Statistics" on the Action bar.

Getting Driving Directions

To get driving directions from your default location to selected addresses, choose results in the order that you want to travel, then click "Directions" on the Action bar. The "Driving Directions" dialog box opens, where each address is listed and can be re-ordered if necessary.

Below the Driving Directions address list, a map displays the suggested route. You may zoom or move the map as needed. Below the map, directions display including distance and travel time.

To move, edit, or remove selected addresses, click the corresponding checkbox and the button for the appropriate action.

To add another address to the list, click "Add".

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

Narrowing and Expanding the List

To narrow the Results list to selected results, click "Narrow" on the Action bar. If needed, repeat the narrowing process until you have a set of results you are satisfied with.

To re-display the full results list after narrowing, click "Expand" on the Action Bar. If the results list was narrowed more than once, clear selections at each narrowed Results list to restore them one step at a time.

Adding Results to Your Cart

Listing Cart allows you to group 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 grouping them.

To add selected results to your cart, click "Add" at the Action bar.

To remove listings from your cart, open the Listing Cart, select one or more listings, then click "Remove" on the Action bar.

To open your Listing Cart, click "Listing Cart" on the main menu. The results list displays.

Changing Criteria at the Dynamic Criteria Panel

If it is not already open, show the Dynamic Criteria Panel when you want to change criteria instantly without leaving the page, or to open a full map search - without losing your criteria - by selecting the Map Search checkbox.

To open the Dynamic Criteria Panel, click the white downward arrow at the far right of the title bar. To close the panel, click the white upward arrow at the top of the open Dynamic Criteria Panel.

To add or change existing criteria, choose or type an option at any template 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. Once you check Map Search, the system removes the search area fields Town, Zip, Zone, County, and ML#. To work with a fixed set of mapped listings at Map (without enabling a full map search) do not check Map Search at the Dynamic Criteria Panel.

See "Dynamic Criteria Panel" on page 31.

Returning to the Criteria Page

You can return to the Criteria page to view or revise your search criteria.

To return to the Criteria page, click "Revise Criteria" on the Title bar.

Statistics & Counts Dialog

To see Statistics and Counts at the Results (List) page, click "Statistics" at the Action bar. The Statistics and Counts dialog box displays summary statistics and information about listing categories for all or selected listings in a results list.

- The *Statistical table* displays the highs, lows, and other statistical values for a number of fields (for example prices, taxes, days on market).
- The *Counts table* groups listings by categories (for example town, style, and so forth) and provides a tally of listings for each category.

If you do not want to include the entire results list in these analyses, either narrow the list or select the listings you want to include.

Customize Columns

Customize Columns Editor

The "Customize Columns" dialog box opens when you click "Customize" at the Results List page. The dialog box lets you import a column set from the legacy system, create a new one from scratch, or change an existing column set. 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.

Editing Columns

To customize a column set, select from the current set's Columns dropdown list. Click "Customize" to display the set in the "Edit Columns" worksheet. To assign a column's labels and other properties, refer to the following table:

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 revised or new column set.
Label	The column heading. Accept or change as desired.
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.

Reordering Columns

The order in which you position columns in the "Edit Columns" worksheet determines their placement (from left to right) at List. To move a column up in the worksheet, select the column's

checkbox and click "Move Up" as many times as required. Likewise, to move a column down in the worksheet, select the checkbox and click "Move Down" as needed.

Creating New Column Sets

To create a new column set from scratch, click "Create New" at the Customize Columns dialog box. The worksheet clears so that you can add columns, define column properties, and reorder the columns as explained above.

Removing a Column From the Set

To remove a column, select the column's checkbox and click "Remove".

Saving or Using a Column Set

To save a new or changed column set, click "Save", then enter a new name at the "Save Column Set" dialog box. The new column set is available at the Columns dropdown list.

To use an unsaved set only for the current results list, choose "Use Without Saving".

Sharing a Column Set

To share a column set with your office, select a set from the Column Set dropdown list, then click Share. At the Share Column Set dialog box, select My Office.

Renaming and Deleting Column Sets

Choose the column set you want to rename or delete from the Column dropdown list. You must have permission to do so.

To rename the column set, click "Rename". The "Rename Column Set" dialog box displays with the current name. Clear and enter the desired name, then click "Rename". The renamed or deleted column set is reflected in the Columns dropdown list.

To delete a column set, choose the column set then click "Delete".

Defining a Multi-Level Sort for a Column Set

You can define a multi-level sort for the column set, by up to 3 columns. For example, Main category "Town", second category "Style", third category "Price". In this case the column report groups rows by town, within town by style, and within style by price. In this case, Town is 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.

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.

Importing Column Sets from the Legacy System

To import your office's column sets from the legacy system and add them to your Columns dropdown list, click the "Import your Column Sets from the existing Stratus MLS" link. At the Import Dialog Box, click Import.

The function imports all of your office's saved custom one-line reports as Column Sets, for you alone. The imported Column Sets are not shared with anyone in your office.

NOTES

- If you click the import link more than once, duplicates are imported.
- To share the imports with your office, optionally change then save and share the column sets.

Deleting Imported Column Sets

To delete imported sets you do not want to change, use, or share, click "Delete unused imported Column Sets".

Save Column Set Dialog

To save a new column set, enter a name in the "Column Set name" text box, and then click "Save".

To re-save a column set with revisions - if you have permission to do so - the dialog box prompts you to"Save" the existing set or to "Save As" a new set. In the later case, enter a name and then click "Save". If you don't have permission to resave an existing column set, you can save it as a new set.

When you save a new or renamed column set, the new set becomes available in the "Columns" dropdown list at the Search Results page (List) and the "Customize Columns" dropdown list at the Customize Columns dialog box.

Rename a Column Set Dialog

To re-name a column set, edit or clear the current name and assign a new one. With changes entered, click the "Rename" button.

Import Column Sets Dialog

Use the Import Column Sets Dialog - from the Customize Columns Dialog - to import all of your office's saved custom one-line reports from the legacy Stratus MLS system. These are imported for you alone, not shared with anyone in your office. See "Customize Columns" on page 63.

At the Import Dialog Box, click Import.

If you click the import link more than once, duplicates are imported.

Share Custom Columns Dialog

Use the Share Custom Columns Dialog - from the Share button on the Customize Columns Dialog - to share a column set with others in your office. You can share only those column sets for which you have permission.

To share with your office, select a column set. Choose the My Office option, then click Share. Once shared, your name is appended to the column set name.

Detail View

Detail View Page

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 Broker Full, Flyer) or multiple-per-page format (for example Comparison, Broker Thumbnail).

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

Navigating in Detail View
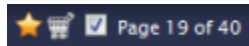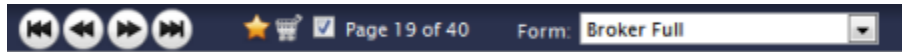
 The page counter shows the number of results currently available for detail view, including the current result's number. When the detail form shows in a one-per-page format, the control also shows the Favoritestar and listing cart. A check in the checkbox indicates that the listing is selected. To de-select the viewed listing, clear the checkbox.

 Navigation buttons allow you to page through the detail forms. From left to right, the buttons represent "First", "Previous", "Next", and "Last".
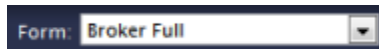
 The Form dropdown list allows you to select a detail form.

Selecting Listings in Detail View
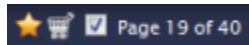
 To select listings while viewing each in a one-per-page form, click the page control checkbox in the page counter. Click again to clear the checkbox and unselect the listing. To select listings while viewing multiple-list forms (for example, thumbnail forms) the checkbox displays in the top right corner of each listing.

To view all listings, leave all unselected. The system interprets the selection of none as all.

Changes in your selections at the Detail View page are reflected at List, Map, and Photo. Likewise, changes in your selections at List, Map, and Photo are reflected at the Detail View page.

Choosing a Form in Detail View

When the Detail View page opens, listings display in the default detail form. To switch to a different form, select one at the Form dropdown list.

When you switch to a different form, the new detail form displays. The newly-selected form becomes your new default until you choose a different form.

Selecting Favorite

To select a listing as a Favorite, click the star beside it. The star turns golden when selected. Whenever a designated Favoriteappears in any Results List, View, Map, or Map pop-up, its star is golden.

To remove a listing from Favorites, click its gold star. The removal of color confirms the listing's removal from Favorites.

To view all selected Favorites, click My Favorites under the Main Menu's "My Lists" heading.

Adding to the Listing Cart

Listing Cart allows you to group 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 grouping them.

To add selected results to your cart, click "Add" at the Action bar.

To remove listings from your cart, open the Listing Cart, select one or more listings, then click "Remove" on the Action bar.

To open your Listing Cart, click "Listing Cart" on the main menu. The results list displays.

Returning to the Results List Page

To switch back to the Results List, click "List" at the Action bar.

Mapping the Listings

To see all or selected listings on the dynamic map, click "Map" at the Action Bar.

Viewing Photos

To page through each of a listing's available photos, 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 listing in the Photo dialog box, click any one of the Photo Viewer's photos, or click "Photos" on the Action Bar.

When viewing a single listing in a one-per-page format, all the listing's photos show in the Photo dialog box. When viewing multiple listings in Detail View, as in a thumbnail form, the Photo dialog box shows each listing's primary photo with a checkbox. See "Photos Dialog" on page 86.

Any photo selected or de-selected at the checkbox affects selections at the List, View, and Map pages and vice-versa.

Viewing Slideshows

To display a dynamic slideshow of listing photos, click "Slideshow" on the Action bar.

- When you select one listing for a slide show, all of that listing's photos display in the form of a slide show. If available, the comment stored for each of the listing's photos displays below its corresponding photo. In Detail View, *only the currently-viewed listing* displays in the slideshow viewer, regardless of whether the listing is selected in Detail View.
- When you select several or all listings for a slide show, all of the listings' primary photos display in the form of a slide show. NOTE: To achieve a slideshow of this kind at View, select more than one listing at a form that displays several (for example, a thumbnail form).

To navigate to a particular photo, 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.

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

Viewing Attachments

At Detail View, when a single listing displays in a one-per-page format (for example, Broker 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.

Viewing Links

At Detail View, when a single listing displays in a one-per-page format (for example, Broker Full, Flyer), a list of links may display at the top of the detail form. Each link is prefaced with an icon specific to that link. Click on any link to open the page in a new window.

Standard links include Virtual Tour, Video, Public Record, Neighborhood Info, School Profiles, Schedule a Showing, and other MLS-supplied links.

Getting Driving Directions

To get driving directions from your default location to the currently viewed listing in a *one-per-page format*, click "Directions" at the Action bar. No additional selected listings are included at the Directions dialog box.

To get driving directions to more than one listing, use a multiple-view form (for example, Comparison, Broker Thumbnail), navigate through the pages to select each desired listing. All selected listings will appear in Directions whether or not they appear on the current page.

The "Driving Directions" dialog box opens, where each address is listed and can be re-ordered if necessary. See "Driving Directions Dialog" on page 90.

Below the Driving Directions address list, a map displays the suggested route. You may zoom or move the map as needed. Below the map, directions display including distance and travel time.

To move, edit, or remove selected addresses, click the corresponding checkbox and the button for the appropriate action.

To add another address to the list, click "Add".

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

Adding Listings to Your Cart

Listing Cart allows you to group 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 grouping them.

To add selected results to your cart, click "Add" at the Action bar.

To remove listings from your cart, open the Listing Cart, select one or more listings, then click "Remove" on the Action bar.

To open your Listing Cart, click "Listing Cart" on the main menu. The results list displays.

Returning to the Criteria Page

You can return to the Criteria page to view or revise your search criteria.

To return to the Criteria page, click "Revise Criteria" on the Title bar.

Detail View - Photos Viewer

To page through each of a listing's available photos, 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 listing in the Photo dialog box, click any one of the Photo Viewer's photos, or click "Photos" on the Action Bar.

When viewing a single listing in a one-per-page format, all the listing's photos show in the Photo dialog box. When viewing multiple listings in Detail View, as in a thumbnail form, the Photo dialog box shows each listing's primary photo with a checkbox. See "Photos Dialog" on page 86.

Any photo selected or de-selected at the checkbox affects selections at the List, View, and Map pages and vice-versa.

Mapped Listings

Mapped Results

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 check Map Search.

Map Markers and Color Legend

Listing markers are assigned colors according to their status as follows:

To view the color legend, click "Legend" at the Map control.

Moving the Map Frame

To move the map, use the mouse or the map control in the top left corner to move the map up, down, left, or right:

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

- Click a direction arrow

Zooming In and Out

To zoom in for a closer view:

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

To zoom out for a broader view:

- Click ; or
- Roll the mouse wheel backward

NOTE

The current zoom level appears in the lower right corner of the map.

Changing 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

Navigating the Results List Below the Map

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

 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, use the "All" setting.

 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.

Returning to List

To view all or selected search results at List, click "List" at the Action bar.

Returning to View

To view the detail report for all or selected search results at View, click "View" at the action bar or double-click one row.

Working with the Map's Results List

The results list below the map is just like the standard column set showing search results at the Results page. In addition to scrolling or paging through the list, you can select listings, switch using the View and List options, sort columns, choose favorites, add to your listing cart, and customize column sets.

Viewing the Listing Details Pop-up

To display a detail pop-up containing the ML#, price, address, and other information pertinent to a listing's class and status, hover the mouse pointer over the listing's map marker. If listings overlap on the map, the pop-up shows details for each overlapped listing. The Favorites star, when clicked, adds the listing to your Favorites. The cart, when clicked, adds the listing to your listings cart. The checkbox, when selected, selects the listing at List, View, Map, Photos, and the results list below the Map.

To view the listing at the Detail View page, click the ML#.

 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 listing in the Photo dialog box, click one of the pictures.

Displaying Places (POI)

Use the "Show Places" dialog box - from "Places" on the Action bar - to view "i" markers for one or more place categories. You can select and de-select "Place" categories (such as school, restaurant, store) for display as needed, or enter a category not on the list (such as hospital, mall).

To display a place category, select or enter the place categories you want to display, then click "Show". An "i" marker shows each place in the selected category. Mouse over any "i" marker to display a Places pop-up with name, address, and phone number details.

To de-select a place category, click "Places" on the Action bar, and at the dialog box clear checkboxes for the categories you don't want. To clear all the categories from the map, click "Clear All".

Displaying Locations

To find a particular location on the map, click "Location" on the Action bar. The "Locations" action allows you to save a location, set a location as the default Map, go to the default location, delete saved locations, find a particular location (for example, address, zip, town), and go to a saved location.

The system represents locations with a blue pushpin. When saved, the center-point and zoom level of the currently displayed map are saved along with the location. You can save more than one location, each represented by a pushpin.

Mouse over any pushpin to view the location pop-up, which shows the address and allows the removal of the pin.

At the"Locations" dialog box, choose the task you want.

- **To find a location:** At the "Find a Location" text box, enter the address, zip, and/or town 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 the street address, town, state, and zip code**, 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, click checkboxes to select one or more locations for deletion. Click "Delete".

Get Driving Directions

To get driving directions from your default location to selected addresses, choose results in the order that you want to travel, then click "Directions" on the Action bar. The "Driving Directions" dialog box opens, where each address is listed and can be re-ordered if necessary.

Below the Driving Directions address list, a map displays the suggested route. You may zoom or move the map as needed. Below the map, directions display including distance and travel time.

To move, edit, or remove selected addresses, click the corresponding checkbox and the button for the appropriate action.

To add another address to the list, click "Add".

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

Changing Criteria at the Dynamic Criteria Panel

If it is not already open, show the Dynamic Criteria Panel when you want to change criteria instantly without leaving the page, or to open a full map search - without losing your criteria - by selecting the Map Search checkbox.

To open the Dynamic Criteria Panel, click the white downward arrow at the far right of the title bar. To close the panel, click the white upward arrow at the top of the open Dynamic Criteria Panel.

To add or change existing criteria, choose or type an option at any template 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. Once you check Map Search, the system removes the search area fields Town, Zip, Zone, County, and ML#. To work with a fixed set of mapped listings at Map (without enabling a full map search) do not check Map Search at the Dynamic Criteria Panel.

Returning to the Criteria Page

You can return to the Criteria page to view or revise your search criteria.

To return to the Criteria page, click "Revise Criteria" on the Title bar.

Photos & Slideshows

Photos Dialog

Use the "Photos" action - from List, View, or Map - to view all the photos for a single listing or the primary photos for selected listings.

To open the "Photos" dialog box, click the "Photos" action.

- When a listing is already selected (or de-selected) it is likewise selected (or de-selected) on the Photos dialog.
- If no listings are selected or more than one listing is selected, then the primary photos for all or selected listings display on the Photos dialog along with a checkbox for each photo. When a listing is selected (or de-selected) at the Photos dialog, it is also selected (or de-selected) at List, View, and Map.
- If only one listing is already selected then all photos for that listing display in the Photos dialog.

To enlarge a photo, click on it. To restore its original size, click again.

To close the Photos Viewer, click Close X.

Slideshow Dialog

Use the Slideshow Viewer - from "Slideshow" on the Action bar at the Results (List) or Detail (View) page - to see a slideshow of listing photos.

To display a dynamic slideshow of listing photos, click "Slideshow" on the Action bar.

- When you select one listing for a slide show, all of that listing's photos display in the form of a slide show. If available, the comment stored for each of the listing's photos displays below its corresponding photo. In Detail View, *only the currently-viewed listing* displays in the slideshow viewer, regardless of whether the listing is selected in Detail View.

- When you select several or all listings for a slide show, all of the listings' primary photos display in the form of a slide show. NOTE: To achieve a slideshow of this kind at View, select more than one listing at a form that displays several (for example, a thumbnail form).

To navigate to a particular photo, 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.

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

Driving Directions

Driving Directions Dialog

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. See "Driving Directions Print Dialog" on page 92.

Selecting 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. Select 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, select the checkbox at the first pop-up for your route. Repeat - in the desired order - this step 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. Click "Driving Directions" on the Action bar to initiate routing.

Adding a Listing to the Route

To add an address, click the Add button and add the address at the Add Address dialog box. Move the new address to the desired position. See "Driving Directions Print Dialog" for instructions to move, edit, or remove addresses. If the address lacks a proper geocode and cannot be mapped, Driving Directions does not include that listing among the addresses.

Moving, Editing, or Removing Addresses from the Route

To move, edit, or remove selected addresses, click the corresponding checkbox and the button for the appropriate action. To add another address to the list, click "Add".

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.

Driving Directions Print Options Dialog

To print driving directions that you routed at the Driving Directions Dialog (See "Driving Directions Dialog" on page 90) click "Print" on the Site Action bar. The Print Options Dialog displays.

At Print Options, select categories to print (Map, Directions, and/or Detail Views). If you have selected Detail Views, use the Detail Form dropdown list to select a detail form for display.

NOTE

Addresses without a valid geocode cannot be mapped, and are not included in the list of addresses for driving directions. Without at least one valid address for Driving Directions to route, the Print option is disabled.

Send Email

Send Dialog

Use the Send dialog box - from the site action "Send" - to email a link to selected listings, maps, and photos. A convenient way to send listings is from the Listing Cart. The available email options vary with the type of page being viewed when you start Send. The emailed link remains active for two weeks.

You may format the message as you wish, using the formatting toolbar. See "Formatting Toolbar" on page 97.

Choosing Options at the Send Dialog Fields

Field	Description
"To" text box	Enter one or more email addresses.
"Subject" text box	Accept the default subject, or delete it and enter a new subject.
"Message" rich text area	Accept part or all of the default message and signature, or delete and enter text as desired. Includes the editing toolbar. See "Formatting Toolbar" on page 97. Use or change the signature as you wish.
"Detail Form" dropdown list	Select a detail form in which your customer will view the listings. To send listing forms with no address, use a form such as "Client Full - No Address" To send listing forms with an address (which allows a map to be sent as well) use a form such as "Client Full".
"Send a Copy to Yourself" checkbox	Select checkbox to send a duplicate message to the email address the MLS has on file for your account.
"Include photo gallery"	Select checkbox to include a Photo Gallery detail view form along with the already-selected detail view form. This checkbox is available only when the selected form is a one-per-page form.
"Include Map"	Select checkbox, available when the selected detail form includes the listing address, to include a map that shows the sent listings on the map.
"What do you want to send?"	Select one of three options: "Current Detail View" to send only the currently viewed one-per-page listing (at View); "*X* Selected Detail Views" to send all selected listings ; "All *Y* Detail views" to send all detail views regardless of whether they are selected.
"Send" button	Sends the email. If you have entered a valid email address, a confirmation message displays.
"Include Photo Gallery" checkbox	Available for one-per-page forms only, at the Results List (List) and Detail View (View) pages.

Sending from Various Page Types

- **At Search Results page (List)**: You may send a link to detail reports for all or selected listings, along with a map and/or photo gallery if available.
- **At Detail View page (View)**: You may send a link to the *currently viewed* listing (if in one-per-page format), or to all or selected listings, along with a map and/or photo gallery if available.
- **At Map page (Map):** You may send a link to detail reports for all or selected listings, along with a map and/or photo gallery if available.

What the Recipient Sees

When the email recipient clicks on the "properties of interest" link, a new window opens with the following displayed for each listing:

- A Map (if this option is available and selected) 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 View for each listing.
- A Photo Gallery view for each listing (if this option is available and selected)

Providing Instructions to the Recipient

Instructions that explain how the recipient can view the properties, reply to the email, and unsubscribe from the service are provided in the default email message. If you choose to include a map or photo gallery - and if any of your detail views include links - you may want to include further instructions. The following paragraphs may be copied and pasted into your email message and edited as desired.

MAP

To see your listings on a map, mouse over the colored markers (some markers may overlap) for brief details that display in a popup. For a key to marker colors, click "Legend" from the map tools. To zoom in and out, roll the mouse roller forward or back. 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

To view Virtual Tours, Neighborhood Info, and other links that may appear at the top of a property's detail form, click the link to open the associated page.

PHOTOS & PHOTO GALLERY

To scroll through a property's photos on the detail forms, click the next/previous buttons on the photo viewer. Click any photo to view all the property's photos. If a photo gallery is available for a particular listing the gallery appears on the detail form.

Formatting Toolbar

To apply formatting such as bold or italic to any text or paragraph in an email message, select the text you want to format, choose a button from the toolbar.

(For more information about the site action Send,)

Send Email Formatting Toolbar

Forma**[Formatting Toolbar](#)**t	Tool	Effect
Bold (Ctrl+B)	**B**	**these words are bold** and these are not.
Italic (Ctrl+I)	*I*	*these words are* italic and these are not.
Underline (Ctrl+U)	U	<u>these words are underlined</u> and these are not.
Strikethrough	ABC	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 color	A	these words are blue and these are red

My Lists

Favorite Listings

You can select a listing as a favorite at any results list, map detail popup, and detail view. Once selected, the new favorite is added to the "Favorite Listings" counter at the "My Lists" menu where all favorites are available for display.

To select a listing as a Favorite, click the star beside it. The star turns golden when selected. Whenever a designated Favoriteappears in any Results List, View, Map, or Map pop-up, its star is golden.

To remove a listing from Favorites, click its gold star. The removal of color confirms the listing's removal from Favorites.

To view all selected Favorites, click My Favorites under the Main Menu's "My Lists" heading.

NOTE

The Favorite Listings page displays in results list format, and all the functionality of the List page is available. See "Results Page" on page 56.

Listing Cart

You can select a listing for your listing cart at any results list (List) and at detail view (View). Once selected, the listing is added to the "Listing Cart" counter at the "My Lists" menu where all cart listings are available for display.

Listing Cart allows you to group 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 grouping them.

To add selected results to your cart, click "Add" at the Action bar.

To remove listings from your cart, open the Listing Cart, select one or more listings, then click "Remove" on the Action bar.

To open your Listing Cart, click "Listing Cart" on the main menu. The results list displays.

NOTE

The Listing Cart page displays in results list format, and all the functionality of the List page is available.

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 on, the system identifies you and your association with your listings. Only you can access your listing information.

When you are a Co-Listing Agent for a listing, that listing also displays at My Personal Listings.

To open your listings, click "My Listings" on the main menu. The results list displays.

NOTE

The My Listings page displays in results list format, and all the functionality of the List page is available. See "Results Page" on page 56.

Recent Searches

Use "Recent Searches" - from "My Lists" on the main menu - to view a list of up to twenty-five of your recent listing searches, allowing you to re-run or change any you choose. Each time you run a unique listing search, the system tracks the search and updates the 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, Availability, and Public/Private values appear at the name. For other listing searches, such as Favorite Listings, the name is that of the particular search type. (For example, "Favorite Listings" followed by the name of the Market Area).

To open a list of your recent searches, click "Recent Searches" on the main menu.

To sort the columns, click a column heading.

To display a search's results immediately, click a checkbox then click "Results".

To select a search in order to make changes in its criteria, select a checkbox then click "Continue".

NOTE

- The Listing Cart page displays in results list format, and all the functionality of the List page is available. See "Results Page" on page 56.
- 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.

Recently Viewed

Use "Recently Viewed" - from "My Lists" on the main menu - to display a list of up to 100 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.

To open a list of your recently viewed listings searches, click "Recently Viewed" on the main menu. The results list of unique views displays.

To sort the columns, click a column heading.

To select a listing to view, click the listing's checkbox then click "View" on the Action bar.

NOTE

The Recently Viewed page displays in results list format, and all the functionality of the List page is available. See "Results Page" on page 56.

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