

# NEW FEATURES & ENHANCEMENTS

## Prospect Auto Notifications & Community Report

May 3, 2010

The MLS®/CLAW has made several changes to improve the process in which Prospect Auto Notifications are created and sent out to your clients.

Below is a quick tutorial on how to setup the Prospect Auto Notifications using the new enhancements:

1. Run a search using the THEMLS<sup>PRO</sup>® Listing Search Module and click on the **SAVE SEARCH** button.



2. Enter the name of the Save Search.
3. Enter a Subject.
4. You **NOW** have the option to use the [autonotify @TheMLS.com](mailto:autonotify@TheMLS.com) address or your **own email address** to be displayed in the **FROM** field when your client receives your emails.
5. Make sure to enter a valid client's email address in the **TO** field.
6. Make sure to enable the Auto Notify feature by selecting "**Yes**".  
**Note:** Please make sure to regularly renew your active prospects. If not renewed, they will automatically expire after 180 days.
7. The "**Send Me Agent Version**" option will send you an agent version of the auto notify email.
8. Select one of the two following email versions that you would like to send out: The HTML version which offers photos and more information or the Text email which is a plain text.
9. With the new "**Email Current Results**" feature, you will no longer have to manually email the listings found prior to clicking on the SAVE SEARCH button.  
**Note:** The maximum number of listings that can be emailed at one time via the auto notify module is 200 listings.
10. Review the information entered. If everything is correct click the green "**Save**" button at the top of the page.

ENTER A NAME FOR YOUR SEARCH AND CLICK "SAVE".  
(50 characters max. A-Z, a-z, 0-9, underscore and hyphen only)

default   [Help](#)

Please do not put punctuation characters in the name of your search.  
Commas, periods, # signs etc will cause errors.

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USE THE FORM BELOW TO ENTER PROSPECTING INFORMATION.  
(You are not required to enter this information now in order to save this search.)

SUBJECT:  0 chars (200 max)

FROM:  Agent Email  System Email

21 chars (100 max)  
\* To enable auto notification the agent's email address must be in the member record.

TO:  0 chars (100 max)  
\* A recipient's email address is required for auto-notification

CC:  0 chars (100 max)

BCC:  0 chars (100 max)

FIRST NAME:  0 chars (50 max)

LAST NAME:  0 chars (50 max)

PHONE: (  ) -  -  ext.

AUTO NOTIFY:  Yes  No

SEND ME AGENT VERSION:  Yes  No

\*NOTIFICATION TYPE:  Text  HTML

EMAIL CURRENT RESULTS:  Yes  No

\*Notification Types Explained:  
TEXT: 1-liner - includes all changes.  
HTML: Property profile with listing photos includes status and price changes only (similar to Hotsheet).

Enter the Subject that will be used for auto notifications email.

You can select the Agent Email or the System Default Email to display in the "From" field of the auto notification emails that are sent to your clients.

Turn on Auto Notify by selecting "Yes".

The "Send Me Agent Version" option will send you an agent version of the auto notify email.

With the new "Email Current Results" feature, you will no longer have to manually email the listings found prior to clicking on the SAVE SEARCH button.

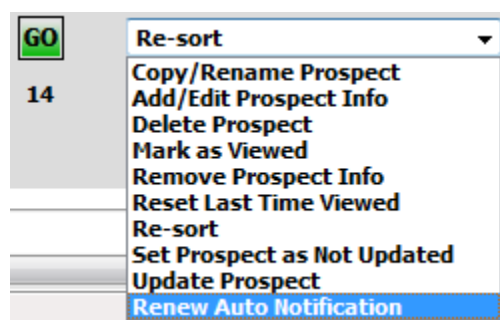
**Prospects Auto Notifies Expiration Time Frame-** The "Expires In" column is automatically added to the System Default columns on the Prospects Page. If you use custom columns for the Prospects Module and would like to see this "Expires In" column you can add it by modifying your columns.

## Expired Auto Notifications will display “Expired” in red

             							
0	Search	Type	Total	New	Expires In	Last Up	
<input type="checkbox"/>	1 CLAW-6336_SFR_AREA76	SFR	184	184	Expired	04/23/2010	0
<input type="checkbox"/>	2 CLAW-6340 23PYING PROSPECT DOES NOT SET NEW EXPIRE	SFR	0	0	180 day(s)	01/01/1900	1
<input type="checkbox"/>	3 CLAW-6336_SFR_AREA76_500K	SFR					
<input type="checkbox"/>	4 CLAW 5912 Save search validate all email ad	SFR			180 day(s)		
<input type="checkbox"/>	5 CLAW-6340 Copying prospect does not set new expire	SFR			27 day(s)		
<input type="checkbox"/>	6 RXEmailCurrentresults	RX-Prop			Expired		
<input type="checkbox"/>	7 RXEmailCurrentresultszip	RX-Prop			Expired		

### To renew the auto notify prospect, please follow these steps.

1. Select the prospects you wish to renew.
2. Click on the drop down menu by the green GO button at the bottom of the window.
3. Select **“Renew Auto Notification”**.
4. Click on the **“GO”** button.



### Addition of the following on the Auto Notify Emails:

- ? Listing Agent Contact Information (only sent to Agent)
- ? Client Unsubscribe Link (your clients now have the option to unsubscribe to your email auto notification).
- ? New Fields

### Notification of Expired Listings – You will receive the following three separate notifications:

- ? 7 days prior to expiration
- ? 3 days prior to expiration
- ? After your listing(s) have expired.

### New! Community Data (Data provided by Onboard Informatics)

You now have the option to view detailed Community Information by clicking on the zip code or the “Community Data” button located near the Remarks Section of each listing.

STATUS: [Pending](#)

ADDRESS: [212 EL CAMINO DR., BEVERLY HILLS, CA 90212](#)



[Add'l Photos](#)

**RESIDENTIAL SINGLE FAMILY**

STYLE: French  
APN: [4328-034-028](#)  
ADP:  
APX ACREAGE:  
HORSE PROP:  
ELEM:

AREA: (1) Beverly Hills  
SUB:  
ZONE: BHR1\*  
VU: Yes  
GH: Att'd  
LSE:  
JRH:

MLS#: 09-388615  
PUD:  
HOD: \$0.00  
PL: No  
FP:  
LOP:  
SRHS:

DIRECTIONS: South of Wilshire and West of Beverly Drive

REMARKS: This is a beautiful home in Beverly Hills with El Rodeo School district. 4 Bedroom and 3 full bath. Powder room downstairs. The house can be delivered furnished and

[Report a Violation](#) [Community Data](#)

ROOMS: Breakfast Room

# NEW FEATURE

## Search by Multiple MLS #'s

- You can now search by multiple MLS #'s via the "Listing Searches" Portlet on TheMLS.com Homepage.

The screenshot shows the TheMLS.com homepage with a navigation bar and several portlets. The "Listing Searches" portlet is highlighted with a red box and contains a search box with the text "Enter an MLS# P721068SC,09-41613" and a "Search" button. Below the search box are two columns of property types: Residential and Commercial. The Residential column includes: Cross Property, Single Family, Condo / Co-op, Income, Land, Lease, and Manufactured/Mobile. The Commercial column includes: Cross Property, Office, Retail, Industrial, Special Use, Land, and Bus. Opportunity. Other portlets include "Membership Info" with links like "Pay Your MLS Fee Online" and "View/Update Profile"; "Hotsheets" with a table of search results; "MLS RealTX" with a search form for APN, Address, and Owner; "My Favorites" showing "Viewing 1-1 of 1" and "All (1)"; and "Open Houses" with links like "Create Your Open House" and "View Today's Broker Open Houses".

**Listing Searches**

>> Enter an MLS#

Residential	Commercial
※ Cross Property	※ Cross Property
※ Single Family	※ Office
※ Condo / Co-op	※ Retail
※ Income	※ Industrial
※ Land	※ Special Use
※ Lease	※ Land
※ Manufactured/Mobile	※ Bus. Opportunity

**Membership Info**

- Pay Your MLS Fee Online
- View/Update Profile
- Change Your Password
- Change Your Email Address
- View/Update Password Reminders

**Hotsheets**

Name	Last Run
classic sample1	7/9/2007 11:00:14 AM
classic sample	7/9/2007 10:56:34 AM

**MLS RealTX**

APN Address Owner

Select County

APN \*

※ Go to MLS RealTX..

**My Favorites**

Viewing 1-1 of 1

new

**Open Houses**

- ※ Create Your Open House
- ※ Buy Ad
- ※ View Today's Broker Open Houses
- ※ This Weekend's Open Houses
- ※ View the Latest Broker Print Edition
- ※ View the Latest Weekend Print Edition

# LATEST FEATURES

## Email Module, Public & Private Remarks, & Satellite Images

- **E- Signature Option:** You can now add your signature when emailing listings from THEMLSPRO®

The screenshot shows the email composition interface. At the top, there's a dropdown for 'Select a report format to email' with a '\*Required' label and a checkbox for 'Store my NEW email address'. The 'FROM' field is 'mls@themls.com'. The 'TO' field is empty with a counter '0 (5000 max)\*Req'd'. The 'CC' field is 'mls@themls.com' with a counter '14 (5000 max)'. The 'BCC' field is empty with a counter '0 (5000 max)'. The subject is '14 listings from Daniel Ortega'. Below these are sections for 'Select Type of Mail', 'Header', 'Select a Setting', 'Column Setting', 'Packages', and 'Password'. At the bottom, there are buttons for 'SEND', 'Reset', 'Mail as Attachment', 'Create Attachment Only', and 'Help'. The 'Message Text' section has 'Spellcheck', 'Preview Listings', 'Email Signature' (circled in red), and 'Include signature in email' (checked). A note says 'Do not put html code in your message.'

- **Listing /Private Remarks:** The size of the Listing Remarks has increased from a maximum of 500 characters to 1000. The size of the Private Remarks has increased from a maximum of 500 characters to 600.

The screenshot shows two text input fields. The first is labeled 'Remarks:' and contains the number '277' in a blue box, followed by the text '(1000 characters maximum)'. The second is labeled 'Private Remarks:' and contains the number '267' in a blue box, followed by the text '(600 characters maximum)'. The entire content is enclosed in a light gray border.

- **Satellite Images:** Enhanced Satellite Images



- **Allow Automated Valuation Models on Virtual Office Websites & Allow Comments on Virtual Office Websites** have now been added to Client Reports & Agent Reports in THEMLSPRO®

ALLOW AUTOMATED VALUATION MODELS ON VIRTUAL OFFICE WEBSITES: **Required**  Y  N

ALLOW COMMENTS ON VIRTUAL OFFICE WEBSITES: **Required**  Y  N

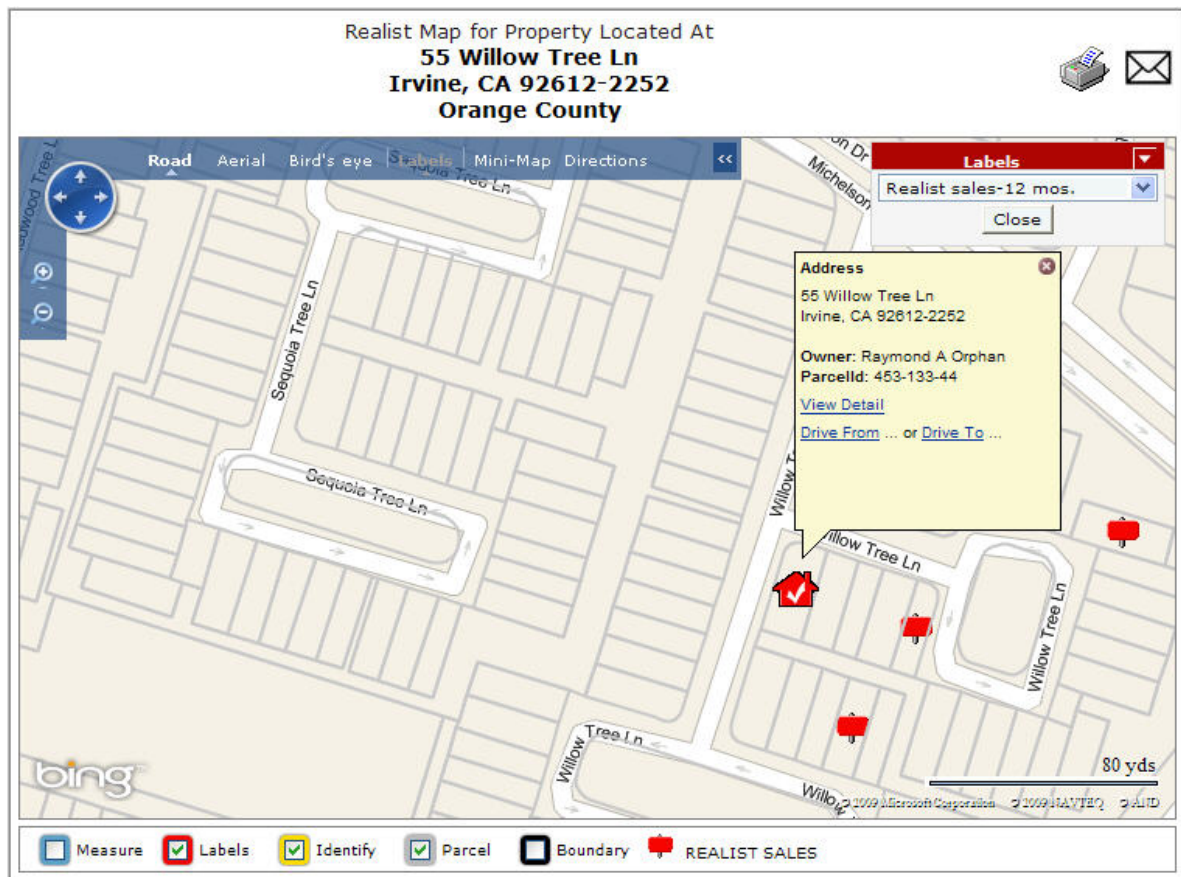
**A "No" answer requires written authorization from the seller.  
Written authorization must be submitted to CLAW upon request.**



**BLOG Y/N: Yes**  
**AVM Y/N: Yes**

- **AVM** - Indicates whether or not the seller has given permission for AVMs on VOWs to evaluate this listing.
- **VOM** - Indicates whether or not the seller has given permission for comments about this listing to be posted on VOWs (BLOGS).

# Realist Maps



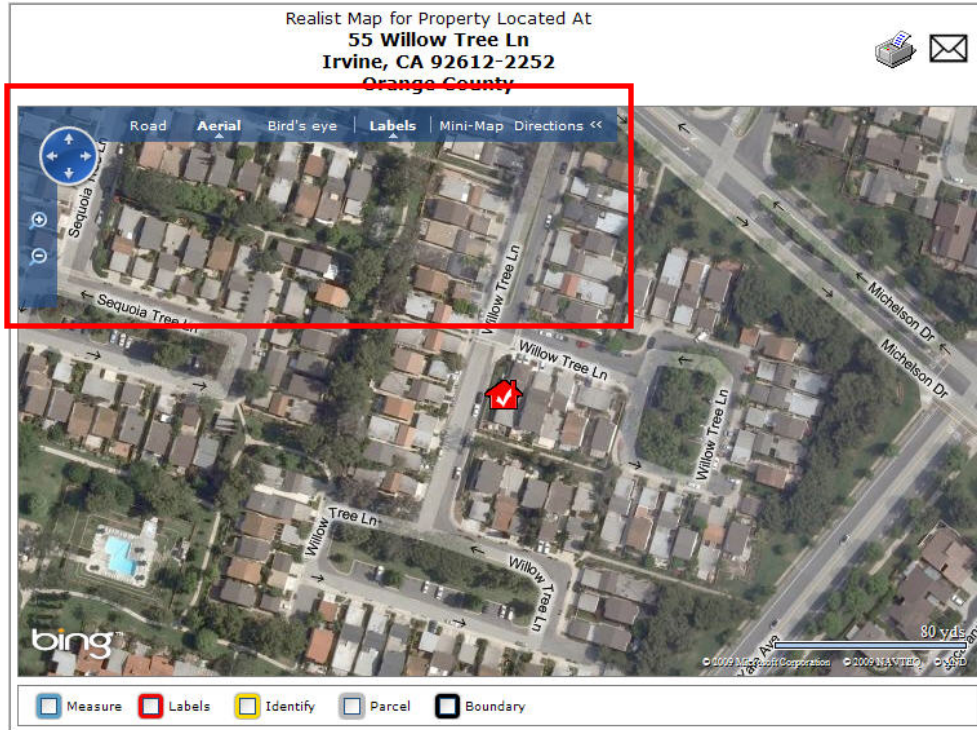
## Displaying a Realist Map

A Realist Map can be produced from the *Property Details* page for properties with a complete address. Click the *Realist Map* button and the *Realist Map* screen displays. The subject street address appears centered on the map, and its location is denoted by the red icon of a home.

Certain features of Realist Maps may not be available in your area. Be sure to research the features available for your MLS.

## Navigating a Realist Map

Navigational options appear on the upper left hand corner of the map. The map area initially displayed by Realist will default to an area roughly spanning the last county in which a user conducted a search. To manipulate the default map display, use the options described below:



### Navigation Controls on Upper Left of Map

Zoom	Click the plus (+) or minus (-) signs to zoom in or out. Alternatively, scroll the wheel of your mouse to zoom in or out.
Pan	Click any point on the compass to pan in any direction. Alternatively, click and drag the map in any direction.
Street Map	Click on Street Map to see a simple street map view.
Aerial	Click on Aerial to see an aerial overlaying a street map.
Birds eye	Click on Birds eye to see an oblique aerial view. Other features will be disabled while in the Birds eye view.
Labels	Click on Labels to remove names of streets, cities and other landmarks
Mini-Map	Click Mini-Map to load an inset map at a higher zoom level on the larger map that will indicate in a shaded area where the detail area is.
Directions	Click Directions to load a separate window that allows you to input "To" and "From" addresses either manually or by using the Identify Feature. Realist will display turn-by-turn directions, time of travel and plot your route on the map.
Minimize	Click the << arrows to minimize the navigation menu. When minimized, click >> to maximize the navigation menu.

## Birds Eye Images

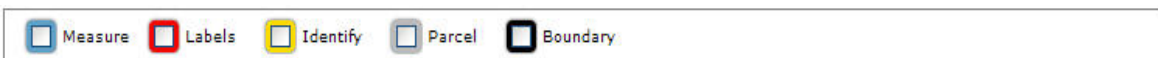
Birds Eye imagery is available for major metropolitan regions across the United States, and Microsoft® continues to add new coverage. These stunning, high resolution scenes display properties at an oblique angle, and provide a unique “birds eye” view of a property. Realist automatically detects when birds eye images are available. When they are not available, the option to open a bird’s eye image is not available. When available, these images offer two zoom levels and up to four views (north, south, east, and west).



Use the plus (+) and (-) sign to toggle between the birds eye zoom levels, and click the N, S, E and W compass points to revolve through the various birds eye views.

## Realist Map Tools

Realist Maps provide a selection of tools below the map. These tools are not available while viewing birds eye images, and in general, you must zoom in to a detailed map view to use the map tools. In fact, Realist will remind you when it is necessary to zoom in further before using any a tool.



### M

### Measure

Measure enables you to trace any shape by clicking on the beginning and ending points of each side. Watch as measure collects data in the lower right corner of the map. As you click on each point, measure reports the length of the line, the total length of all lines, and ultimately the interior area of the shape. This tool is excellent for measuring irregular lots or calculating undeveloped land areas.

### L

Labels should not be confused with mailing labels. Rather, these labels are



data overlays that you can elect to display on a Realist Map. In the example to the right, each building's area is displayed on the map. Some labels, such as Realist sales and MLS listing statuses, display icons overlaying the map.

The available labels are uniform throughout Realist. However, some data may not be available for select counties or properties.

Some labels only apply to a limited number of properties, such as a label for properties that sold in the past 3 months. In such cases, zoom out to view more surrounding properties.

### Identify

Click the Identify button to enable this feature. It enables you to click any property on the map to overlay thumbnail property information on the map – and then link to the detailed property report!

### Parcel

Click the Parcel button to overlay the parcel lot lines on the map

### Boundary

Click the Boundary button to overlay boundaries for Zip codes, Cities or Counties



## Printing or Emailing a Map

Click the printer or email icons at the top of the page to print or email the the current map image.

# Realist Map Search

## Lesson Activities

- Find on Map – setting an address or locale as the map's center point
- Finding properties using the polygon, radius and rectangle searches
- Filter properties within the search area
- Find properties

## Introducing the Map Search

The Map Search is a visual search tool enabling you to retrieve properties within geographic boundaries you define. It is a popular method to define an area in which to export mailing labels or a list. To use the Map Search:

1. Navigate to -- or Find -- the general area of the map in which you wish to search
2. Draw the polygon, radius, or rectangle within which you wish to search for properties
3. Add filters to narrow down the properties retrieved from the define map area
4. Click *Find Properties*

### Notes:

While maps can be displayed for any area in the United States, actual properties searches are limited to the counties to which your organization subscribes.

## Find on Map – Setting a City, Zip or Address as your Center Point

The top of each map enables you to enter an address or, if you wish, simply a zip code. Entering a zip code provides a quick alternative to navigating the map and setting your center point.

To quickly move to a specific zip code, simply enter the Zip and click “Find on Map.”

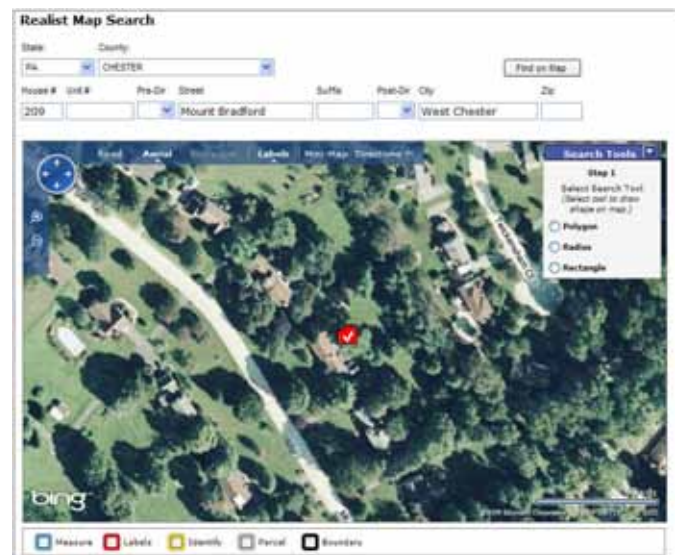
To set a specific address as a center point, enter:

- House Number
- Pre-Directional
- Street Name
- City
- State
- Zip Code

### Note:

If you enter the Zip, it is not necessary to enter the City and State. Conversely, if you enter the City and State, the Zip is not necessary.

Unlike the Realist address and street searches, you



can enter the street suffix directly after the street name. For example, a user can enter Woodstock, Woodstock St, or Woodstock Street. The system will find and map the first instance in the database of Woodstock.

“Find on Map” returns the first instance of an address with a directional. For example, if there is an address such as 2510 North Broad Street or 2510 South Broad Street, Find on Map will return 2510 North Broad Street unless the user also enters the correct zip code.

## Finding Properties Using the Polygon, Radius and Rectangle Searches

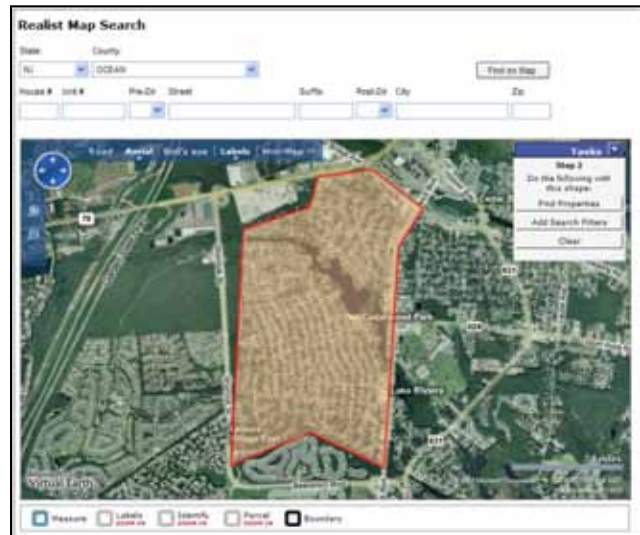
Once you have zoomed to the general area in which you wish to search, draw the polygon, radius or rectangle in which you wish to search.

Once the area is drawn as you wish, you can click *Find Properties* to conduct the search. A sample polygon appears to the right.

To *draw a polygon*, click on each point defining the perimeter of the area.

To *draw a rectangle*, click on the upper left corner, then the lower right corner.

To *draw a radius*, click on the center point, then any point on the outer perimeter.



If the area you draw is mistaken, click the **Clear** icon to start again.

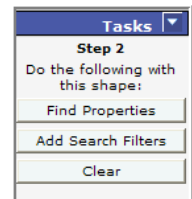
You can display aerial imagery before or after you draw an area in which to search. Viewing aerials can be very helpful, as you will be able to draw boundaries more or less incorporating specific property lines.

## Filtering Properties Retrieved by the Realist Map Search

Once you have defined the area in which you wish to search for properties, you have the option of filtering using numerous criteria. Click *Add Search Filters*.

### **Note:**

Search Filters appear below the map. Scroll down to edit the filters.



The sequential steps to filter the search results are:

- Left box – Click the field to filter in your search
- Center box – Enter or select the search criteria
- Right box – Review the selected search criteria

The screenshot shows a search filter dialog box with three main sections:

- Select and edit a filtering option:** A list of search criteria including LOT ACREAGE, LOT AREA, OWNER NAME, OWNER OCCUPIED, PHONE NUMBER, POOL, RECORDING DATE, SALE PRICE, SALE DATE, SALE PRICE TYPE, STORIES, TOTAL VALUE, and YEAR BUILT. The 'POOL' option is selected.
- POOL:** Two radio buttons: 'Only Include' (selected) and 'Exclude'. Below are 'OK' and 'Cancel' buttons.
- Selected Search Criteria:** Two checked items: 'BATHROOMS is from 1 to 2' and 'BEDROOMS is from 3 to 4'. A 'Find Properties' button is located at the bottom.

To delete one or more selected criteria, click on each corresponding red “X” in the right hand box.

To begin the search, click on *Find Properties*.

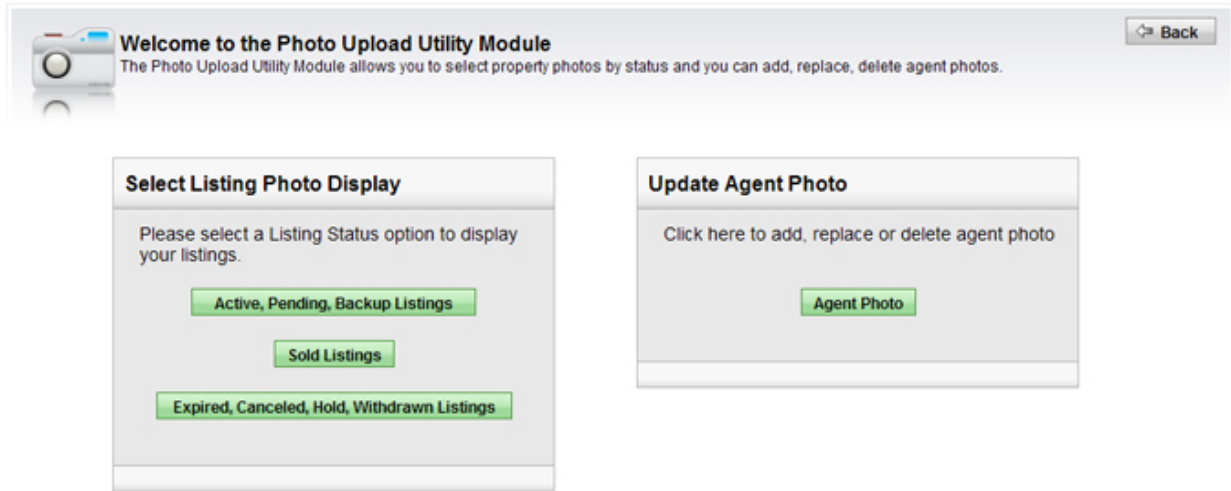
## Working with Search Results

When Map Search is complete, it will present a list in a manner identical to all other Realist searches. You can use all the customary Realist functions such as Export, Comparables and Neighbors.

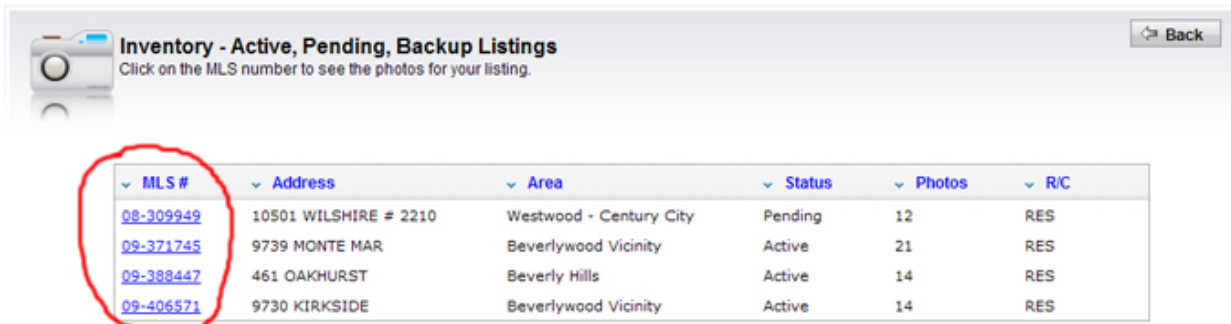
# The MLS Photo Upload Utility Module

## Latest Enhancements

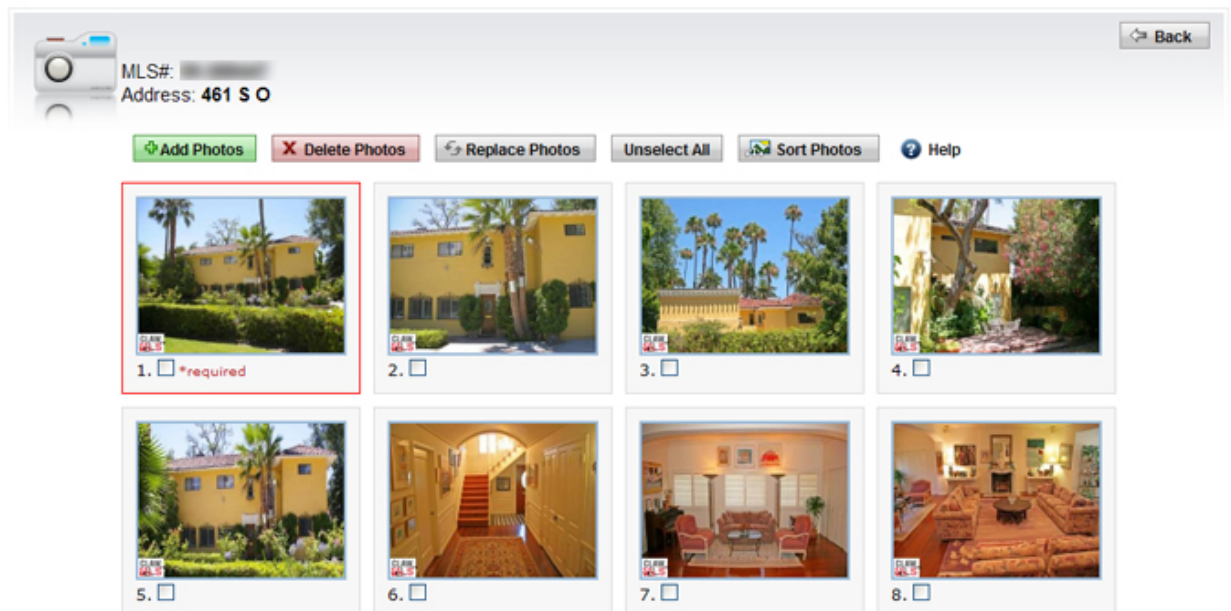
1. Go to the Listings tab and select from the drop down menu "Photos (Listing/Agent)".
2. Select your inventory from the following (3) display statuses.



3. Find the listing that you would like to update/change
4. Click on the MLS number link of your choice to display listing photos

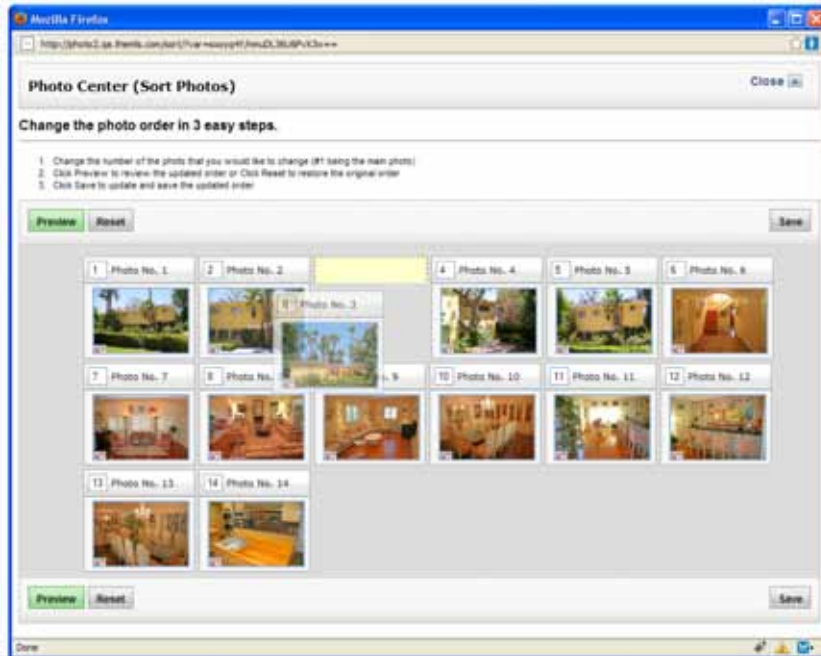


5. Once you have selected the listing, you can Add Photos, Delete Photos, Replace Photos and Sort Photos with the new photo sorting tools.

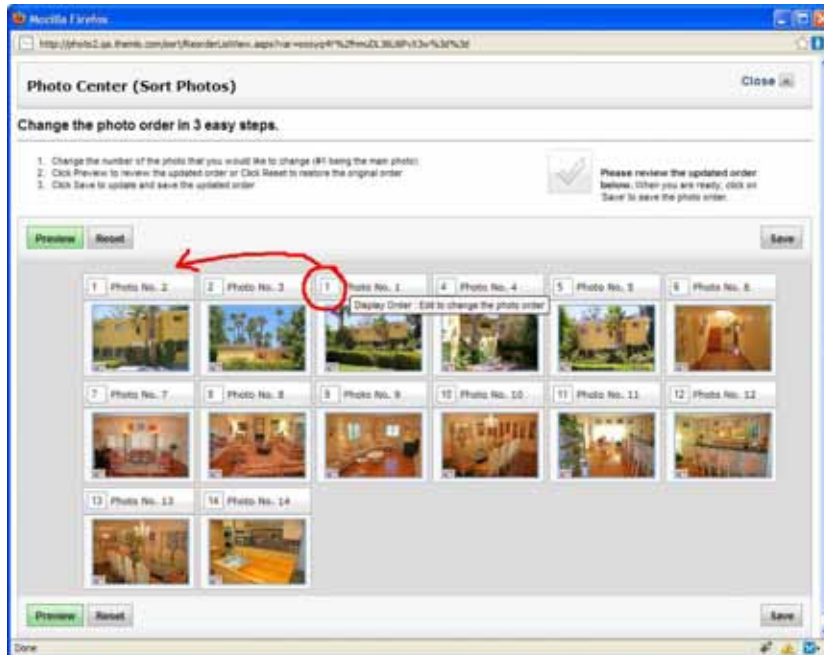


## How to Use the New Photo Sorting Tools

1. Arrange photos by clicking and dragging individual photos in the order that you want them to appear.



2. Or change the photo order by editing the number.



1. Click on the "Reciprocal Listings" link under the Search Menu.



2. Click on the Ventura/Simi/Conejo link. Use the Agent ID and Password to login into their site.

RECIPROCAL CORNER

- RECIPROCAL ACCESS

Now Available Online! Everything You Need To Reciprocate With Outside Area MLS's

For the complete Reciprocal Package, including all forms and necessary information, [Click Here!](#)

October 2009 Reciprocal Passwords

	AGENT ID	PASSWORD	WEBSITE ADDRESS
<a href="#">DESERT/PALM SPRINGS</a>	22160	10001	www.desertareams.com
<a href="#">GLENDALE/PASADENA</a>	83205	10001	glendale.rapmls.com
<a href="#">VENTURA/SIMI/CONEJO</a>	CARETSV	10001	http://vcrdmsmls.rapmls.com/

[SANDICOR](#) Click the link to be logged-in automatically to Sandicor.

	USER ID	USER PIN	SAFEMLS PASSWORD	WEBSITE ADDRESS
<a href="#">SOCAL</a>	XCLAW	2009	10001	http://www.tempo.socalmls.com
<a href="#">SRAR (CRISNET)</a>	XCLAW	2009	10001	http://www.tempo.socalmls.com
<a href="#">NEWPORT BEACH</a>	XCLAW	2009	10001	http://www.tempo.socalmls.com

## Private Client Website (PCW)

The **PCW** (Private Client Website) allows you to create a personalized client website that gives your client the ability to search The MLS<sup>®</sup> database for listings that match his/her criteria and needs.

### A. New Features Available!

- New PCW Management Page
- Option to create an unlimited number of PCWs (Previously 50 Max.)
- Addition of Horse Property Y/N, View Y/N, and Pool Y/N fields on the criteria screen
- PCWs are no longer deleted upon expiration date
- PCW Expiration date increased from 30 days to 90 days
- Ability to renew multiple PCWs at any time
- Increase in the number of areas that can be selected from 8 to 25
- Ability to search for Area(s) instead of scrolling through a long pick list
- Ability for The MLS member to view the an Agent Detail Report from the PCW Module

### B. PCW Management Page

<input type="button" value="Renew"/>		<input type="button" value="Delete"/>		<input type="button" value="New PCW"/>		<input type="button" value="Client Login"/>		<a href="#">? Help</a>	
<input type="checkbox"/>	Client Name ^	Password	Expiration Date	# of Visits	Last Visited	Auto Notify	Edit	Links	
<input type="checkbox"/>	Daniel Smith	PCWTest	1/7/10	0		<input type="radio"/> Yes <input checked="" type="radio"/> No	<a href="#">Edit</a>	<a href="#">Search</a>	<a href="#">Reports</a>
<input type="checkbox"/>	Elsa Garcia	test	1/7/10	1	10/7/09 1:56 PM	<input checked="" type="radio"/> Yes <input type="radio"/> No	<a href="#">Edit</a>	<a href="#">Search</a>	<a href="#">Reports</a>
<input type="checkbox"/>	James Smith	PCWTEST1	1/7/10	0		<input type="radio"/> Yes <input checked="" type="radio"/> No	<a href="#">Edit</a>	<a href="#">Search</a>	<a href="#">Reports</a>
<input type="checkbox"/>	Manny Smith	manny	1/7/10	0		<input type="radio"/> Yes <input checked="" type="radio"/> No	<a href="#">Edit</a>	<a href="#">Search</a>	<a href="#">Reports</a>

- Renew Button – Use this button to Renew the selected PCW(s)
- Delete Button – Use this button to Delete the selected PCW(s)
- New PCW Button – Use this button to Create a new PCW
- Client Login Button – Use this button to view the PCW login page that your client will see
- Sort Columns – Columns can be sorted by clicking the column headers
- Edit Link – Edit the criteria for an existing PCW
- Search Link – Simulate the search page the client will see after logging into their PCW
- Reports Link – Keep track of Searches Ran, Properties Viewed, Saved Listings, and Scheduled Showings.

**C. To Create a Client Website using the PCW:**

1. Click on the green **New PCW** button.

Private Client Website								
<a href="#">Renew</a>		<a href="#">Delete</a>		<a href="#">New PCW</a>		<a href="#">Client Login</a>		<a href="#">? Help</a>
<input type="checkbox"/>	<a href="#">Client Name</a> ^	<a href="#">Password</a>	<a href="#">Expiration Date</a>	<a href="#"># of Visits</a>	<a href="#">Last Visited</a>	<a href="#">Auto Notify</a>	<a href="#">Edit</a>	<a href="#">Links</a>
<input type="checkbox"/>	Daniel Smith	PCWTest	1/7/10	0		<input type="radio"/> Yes <input checked="" type="radio"/> No	<a href="#">Edit</a>	<a href="#">Search</a>   <a href="#">Reports</a>
<input type="checkbox"/>	Elsa Garcia	test	1/7/10	1	10/7/09 1:56 PM	<input checked="" type="radio"/> Yes <input type="radio"/> No	<a href="#">Edit</a>	<a href="#">Search</a>   <a href="#">Reports</a>
<input type="checkbox"/>	James Smith	PCWTEST1	1/7/10	0		<input type="radio"/> Yes <input checked="" type="radio"/> No	<a href="#">Edit</a>	<a href="#">Search</a>   <a href="#">Reports</a>
<input type="checkbox"/>	Manny Smith	manny	1/7/10	0		<input type="radio"/> Yes <input checked="" type="radio"/> No	<a href="#">Edit</a>	<a href="#">Search</a>   <a href="#">Reports</a>

2. Fill in the form. Click **“Save.”**

**D. Reports Page**

On this page you will be able to track Searches Ran, Properties Viewed, Saved Listings, and Scheduled Showings.

Private Client Website								
<a href="#">Search Ran (2)</a>		<a href="#">Properties Viewed (9)</a>		<a href="#">Saved Listings (2)</a>		<a href="#">Schedule Showings (1)</a>		
<a href="#">Delete All</a>		<a href="#">Back to PCW Manager</a>		Client Name: Elsa Garcia		Password: test		
Date	Area	Property Type	Price	Beds	Baths	# of Units	MLS #	Action
10/7/09 1:57 PM	328	SFR						<a href="#">Run search</a> <a href="#">Delete</a>
10/7/09 1:57 PM	478, 4, 50, 328	SFR						<a href="#">Run search</a> <a href="#">Delete</a>

- **Search Ran** – Displays the criteria conducted by your client from the PCW site.
- **Properties Viewed** – Displays the listings your client viewed in detail.
- **Saved Listings** – View homes that your client saved.
- **Schedule Showings** - View a list of homes that your client wants to schedule showings for. This will notify you via email of the date, time, etc.

## The MLS DocManager™

How to Upload Documents to your Listings?

1. Go to the SLIMM Module
2. Pull up your inventory and select the listing(s) in which you would like to upload document(s)
3. Click on the "Create" link in the Doc(s) column.

The screenshot shows the top navigation bar of the MLS PRO system with various icons for Home, PRO, SLIMM, Listing Search, HotSheet, CMA, Public Records, Open House Guide, Prospects, Roster Search, Private Client Website, Toolkit, and Log Out. Below the navigation bar, a status bar indicates the last run time and MLS details. A checkbox option "Show Required Fields Only on Input Form" is present. The main content is a table with columns: OH, Edit, PH, PHOTO, Type, MLS #, Doc(s), APN #, S, AR, St #. The first row shows a listing with a checked checkbox, "OH", "Edit", a "NO PICTURE AVAILABLE" placeholder, "C/C", "09-356935", a circled "Create" link, "5229-007-019", "A", "999", "1220", and "ATV".

	OH	Edit	PH	PHOTO	Type	MLS #	Doc(s)	APN #	S	AR	St #	
<input checked="" type="checkbox"/>	OH	Edit		NO PICTURE AVAILABLE	C/C	09-356935	Create	5229-007-019	A	999	1220	ATV

4. Select the Phase and Deal Type. Click the "Continue" button.

The screenshot shows two dropdown menus. The first is labeled "Select a Phase" and the second is labeled "Select a Deal Type". Below the "Select a Deal Type" dropdown are "Continue" and "Cancel" buttons. To the right, two separate boxes show the available options for each dropdown: "Pre-Listing", "Listing", "Escrow", and "Post Close" for the Phase dropdown; and "Resale", "New Construction", "Probate", and "Foreclosure" for the Deal Type dropdown.

5. Click the "Yes" button. This process will automatically pull up the listing information from The MLS database as well as the main listing photo.

The screenshot shows a dialog box with a navigation bar at the top containing "Home", "My Files", "Search Property", "Search Office/User", "Settings", "Help", and "Log Off". The main text reads "File not found for this listing". Below this is a question: "Would you like to create one now?". At the bottom, there are "Yes" and "No" buttons, with the "Yes" button circled in red.

- Click the “Add” link in the Documents section of the page.


Home | My Files | Search Property | Search Office/User | Settings | Help | Log Off

Summary ■ Things To Do ■ Participants ■ Services ■ Messages ■ Documents ■ Data Forms ■ Activity Log

## Summary

[Status Report](#) [Import/Update](#) [Admin](#) [Public Documents](#) [Messages: 0 new](#)

### X64251\_09-356817Transaction



**Property Address:** W 153 83RD ST, LOS ANGELES, Los Angeles County, CA 90003  
**Property Type:** - Single Family  
**File Type:** - Resale  
**File Status:** Active  
**Phase:** Pre-Listing

**Settlement/Escrow#:** unknown  
**Title #:** unknown  
**Target Close:** unknown  
**MLS#:** 09-356817  
**Tracking ID:** Not Assigned

**Documents** [Add](#)

(none)

**Participants** [Add](#)

Role / Name
File Admin - Ortega, Dan Phone: (999) 999-9999
Seller's Agent - Ortega, Dan Phone: (999) 999-9999

**Things To Do (0)** [Add](#)

You have not yet selected a To Do List Template for this File.  
Click [here](#) to select a template now.

**Services** [Order](#)

No services have been ordered click [here](#) to order services.

- Select the document name that you want to upload. Click the “Next” button.

## Add a Document

[Document Settings](#)

### x64251\_05-042595Transaction

Please select a document name from the list.

**Name:**

- Upload your document. The only way a CLAW member would be able to see an uploaded document is if you make it available by putting a check mark in “Make this document available to any member of your MLS”. Click the “Next” button to complete the process.

## Add a Document

[Document Settings](#)

x64251\_05-042595Transaction

Please select a document name from the list.

**Name:** State Tax Disclosure ▼

Make this document available to any member of your MLS

Make this document available to the Public

Warning: By choosing this option the document may be available to users outside of The MLS DocManager

Select an upload method for this document and click **Next** to continue.

Upload now

To locate the document on your computer, click the **Browse** button. Select the document, and click **Open**. Large documents may take several minutes depending on your internet connectivity. File size is limited to 10 megabytes. Comments are optional.

**File:**

**Comment:**

Print a coversheet and fax the document into the system

Create a placeholder for the document and upload it later

9. Users will be able to view these documents by clicking on the document count link on the Listing Search Result Page or the Agent Detail Report.

## FaxManager™ Features & Settings

- From The MLS DocManager™ page click on the My Inbox link in the menu bar.

The screenshot shows the MLS DocManager™ interface. At the top left is the logo. The navigation menu includes 'Home', 'My Inbox' (circled in red), 'My Files', 'Search Property', 'Search Office/User', 'Contacts', 'Settings', 'Help', and 'Log Off'. Below the menu, there are links for 'Create a New File', 'Close Files', and 'To Do List'. A welcome message reads 'Welcome Daniel Ortega'. The 'My Files' section contains a table with one row: '30473 MULHOLLAND HWY'. The 'Things To Do Today' section states 'You have no To Do items due today or past due.' The 'My New Messages' section states 'You have no new messages.' and includes a 'Compose' button.

- To view your coversheet, click the My Coversheet link. The system will generate your unique coversheet the first time the link is clicked.

The screenshot shows the 'My Document Inbox' page. The navigation menu includes 'Home', 'My Inbox', 'My Files', 'Search Property', 'Search Office/User', 'Contacts', 'Settings', 'Help', and 'Log Off'. The main heading is 'My Document Inbox'. Below it, a message states: 'The following are the contents of your Document Inbox. Your Personal Document Inbox e-mail address is [x99421.claw@dm.marketlinx.com](mailto:x99421.claw@dm.marketlinx.com).' In the top right corner, the 'My Coversheet' link is circled in red. Below this is a table with the following data:

My Inbox (6) <span style="float: right;">Actions ▾</span>							
<input type="checkbox"/>	Name	Coversheet	Comment	Uploaded	Size	Type	From
<input type="checkbox"/>	Faxed Document ▾	Click to view	▾	7/7/2009	16KB	.pdf	3103601730
<input type="checkbox"/>	Faxed Document ▾	Click to view	▾	7/6/2009	190KB	.pdf	3103601730
<input type="checkbox"/>	Listing Status Definitions 9-30-08.docx ▾	Click to view	▾	7/2/2009	12KB	.docx	danielortega@...
<input type="checkbox"/>	Faxed Document ▾	Click to view	▾	6/22/2009	25KB	.pdf	3103601730
<input type="checkbox"/>	<User Defined...> ▾	Click to view	▾	6/18/2009	217KB	.pdf	Daniel Ortega
<input type="checkbox"/>	New Business Rules.doc ▾	Click to view	▾	6/18/2009	32KB	.doc	santanu@theml...

Below the table are two collapsed sections: 'Business (0)' and 'Office Inbox - Combined L.A. Westside, M.I.S. (0)', each with an 'Actions ▾' button.

- The coversheet will be saved in the system and any time you click on this link, it will display. We recommend you save the coversheet on your computer and print several copies.

\*\*\* 0000000000 \*\* L00105328 \*\*\*  
\*\*\* 0000000000 \*\* L00105328 \*\*\*  
\*\*\* 0000000000 \*\* L00105328 \*\*\*

**Fax Cover Sheet for The MLS TRANSACT Inbox**

**User Name: Daniel Ortega**  
**Office: Combined L.A. Westside, M.L.S.**  
**Fax Number: (866)921-0082**

**Instructions:**  
Use this cover sheet to send documents to Daniel Ortega's Document Inbox. You can also email the document to [x99421.claw@dm.marketlinx.com](mailto:x99421.claw@dm.marketlinx.com). If sending multiple documents use this cover page as a separator between each document.

**Comments:**

\*\*\* 825501007 \*\* 0000000000 \*\*\*  
\*\*\* 825501007 \*\* 0000000000 \*\*\*  
\*\*\* 825501007 \*\* 0000000000 \*\*\*

- Click the Settings link in the My Document Inbox screen to review your Inbox settings. The default settings are set to notify you every time a document is added to your Inbox and to include a copy of the document with the notification. These notifications will be sent to the

primary email address saved in your Settings under the global Settings link.

## My Inbox Settings

Notify me every time a Document is added to My Inbox

Include the Document(s) with the notification

Cancel Save

5. You may also email documents directly into your Inbox by sending them to the email address listed at the top of your My Document Inbox screen.



Home | My Inbox | My Files | Search Property | Search Office/User | Contacts | Settings | Help | Log Off

## My Document Inbox

The following are the contents of your Document Inbox. Your Personal Document Inbox e-mail address is **44166.claw@dm.marketlinx.com.**

My Coversheet Settings

My Inbox (0) Actions ▾

No items to display.

Office Inbox - Combined L.A. Westside, M.L.S. (0) Actions ▾

## FaxManager™ Inbox Settings

1. From The MLS DocManager™ page click on the My Inbox link in the menu bar. To access the various functions within your Inbox Folder, hover over “Actions” and the options will display.

Home | My Inbox | My Files | Search Property | Search Office/User | Contacts | Settings | Help | Log Off

### My Document Inbox

The following are the contents of your Document Inbox. Your Personal Document Inbox e-mail address is [x99421.claw@dm.marketlinx.com](mailto:x99421.claw@dm.marketlinx.com).

My Coversheet Settings

<input type="checkbox"/> Name	Coversheet	Comment	Upload	Size	File Type	From
<input type="checkbox"/> Faxed Document ▾	Click to view	▾	7/7/20			
<input type="checkbox"/> Faxed Document ▾	Click to view	▾	7/6/20			
<input type="checkbox"/> Listing Status Definitions 9-30-08.docx ▾	Click to view	▾	7/2/2009	12KB	.docx	danielortega@...
<input type="checkbox"/> Faxed Document ▾	Click to view	▾	6/22/2009	25KB	.pdf	3103601730
<input type="checkbox"/> <User Defined...> ▾	Click to view	▾	6/18/2009	217KB	.pdf	Daniel Ortega
<input type="checkbox"/> New Business Rules.doc ▾	Click to view	▾	6/18/2009	32KB	.doc	santanu@theml...

**My Inbox (6)** Actions ▾

- Add Document to your Inbox
- Add Folder to your Inbox
- E-mail selected Documents
- Move selected Documents
- Delete selected Documents

**Business (0)** Actions ▾

**Office Inbox - Combined L.A. Westside, M.L.S. (0)** Actions ▾

[Add Document to your Inbox](#)  
[Add Folder to your Inbox](#)  
[E-mail selected Documents](#)  
[Move selected Documents](#)  
[Delete selected Documents](#)

2. To add a document to your folder, click the **Add Document to your Inbox** link. Select a name from the drop down list or use User Defined from the list to enter your own name. Enter information in the “Comments” and “From” fields and upload your document. Click Save.

**Add Document to My Inbox**

Name: Select Document Name ▾

Comment:

From:

Upload file:

3. To add a new inbox folder, click the **Add Folder** to your Inbox link. Type in the name of your folder. Click Save.

**Add Inbox Folder**

Folder Name:

4. To email multiple documents from your inbox, check the box to the left of the document(s) you want to send, then hover over "Actions" and select **Email Selected Documents**. Enter the email address, choose from the other options and click Send.

## E-mail Documents

### Selected Documents

Faxed Document  
Faxed Document

### Recipients

Enter e-mail addresses separated by semi-colons(;) or select [Contacts](#) to populate the address

### Options


CC me on this e-mail at danielortega@themls.com  
 Attach my Personal Coversheet to this e-mail

### E-mail Preview

**From:** dan@themls.com  
**Subject:** New Document  
**Message:** Attached are new Documents for you to review.  
  
You can return a signed copy to me by using the attached cover sheet or by e-mailing the document back to the e-mail address shown on the coversheet.

### Branding:

**Sincerely,  
Dan Ortega  
E-mail Me  
(310) 358-1100**



**Combined L.A. Westside, M.L.S.  
(310) 358-1100  
Company Website**

- To move multiple documents, check the box to the left of the document(s) you want to move, then hover over the "Actions" and click the **Move Selected Documents** link. In the Move Inbox Document page choose where to move your documents. The documents can be moved to another personal inbox, an office inbox or a transaction/file. Choose if you want the documents to be removed from your inbox or if you want a copy to remain in your inbox. Click the Next button.

## Move Inbox Documents

### Selected Documents

Faxed Document

Faxed Document

### Select Destination

#### Personal Folders

My Inbox

Business

#### Office Folders

Combined L.A. Westside, M.L.S. - Office Inbox

#### My Files

1701 CHEVY CHASE DR

30473 MULHOLLAND HWY

### Options

Move Documents to destination, removing them from the Inbox.

Copy Documents. Leave a copy in the original folder.

- To delete multiple documents, check the box to the left of the document(s) you want to delete then hover over "Actions" and click the **Delete Documents** link. A window will display asking you to confirm. Click "Yes" and the document will be deleted. **Please note you cannot undo a document deletion!**

## Document Features

- From The MLS DocManager™ page click on the My Inbox link in the menu bar.

Home | **My Inbox** | My Files | Search Property | Search Office/User | Contacts | Settings | Help | Log Off

Create a New File ■ Close Files ■ To Do List

Welcome Daniel Ortega

**My Files**

Name	Tracking ID
30473 MULHOLLAND HWY	

**Things To Do Today**  
You have no To Do items due today or past due.

**My New Messages** [Compose](#)  
You have no new messages.

- Each document contains its own set of options. To view the document, hover over the document you want to view and click the **View Document** link.

My Document Inbox

The following are the contents of your Document Inbox. Your Personal Document Inbox e-mail address is [x99421.claw@dm.marketlinx.com](mailto:x99421.claw@dm.marketlinx.com).

My Coversheet Settings

**My Inbox (5)** [Actions](#)

Name	Coversheet	Comment	Uploaded	Size	Type	From
Faxed Document ▾	Click to view ▾		7/6/2009	190KB	.pdf	3103601730
Listin <b>View Document</b>	Click to view ▾		7/2/2009	12KB	.docx	danielortega@...
Faxe <b>E-mail Document</b>	Click to view ▾		6/22/2009	25KB	.pdf	3103601730
<Us <b>Edit Document Information</b>	Click to view ▾		6/18/2009	217KB	.pdf	Daniel Ortega
<b>Move Document</b>	Click to view ▾		6/18/2009	32KB	.doc	santanu@theml...
<b>Delete Document</b>						
New Business Rules.doc ▾	Click to view ▾		6/18/2009	32KB	.doc	santanu@theml...

**Business (2)** [Actions](#)

Name	Coversheet	Comment	Uploaded	Size	Type	From
Faxed Document ▾	Click to view ▾		7/7/2009	16KB	.pdf	3103601730
Faxed Document ▾	Click to view ▾		7/6/2009	190KB	.pdf	3103601730

**Office Inbox - Combined L.A. Westside, M.L.S. (0)** [Actions](#)

- To email the document, hover over the document and select the **Email Document** link. The Email document page will display. Enter the email address, choose from the other options and click Send.
- To edit document information, hover over the document and click the **Edit Document Information** link. This allows you to edit the name of the document, comments, who the document is from and also allows you to replace the document with a new one. When you are finished click Save.

5. To move a document, hover over the document and click the **Move Document** link. In the **Move Inbox Document** page select where you are moving the document. The document can be moved to another personal inbox, an office inbox or a transaction/file. Select your option and choose if you want the document to be removed from your inbox or if you want a copy to remain in your inbox. Click the Next button.
6. To delete a document, hover over the document and click the **Delete Document** link. A window will display asking you to confirm. Click “Yes” and the document will be deleted. ***Please note you cannot undo a document deletion!***

A great new feature has been added to THEMLS PRO® SLIMM Module, “Submit For Approval”. This new feature allows CLAW members with Broker Load “NO” to input a listing and then submit it to their listing coordinator or broker for review and approval. This will expedite the old process that required the agent to print out the input form, fill it out, and then give it to their listing coordinator to input into THEMLS PRO® SLIMM module.

## How will this Submit For Approval process work?

- 1 Click on the “NEW LISTING” button of the SLIMM Home Page.
- 2 “A Request For Approval” form will display
- 3 Enter the email address (s) of the person(s) who will review and approve the listing.
- 4 Then click “Continue” to start inputting the new listing.
- 5 Click the “Submit For Approval” button upon completion of the listing input.
- 6 A blue button on the SLIMM home page will indicate the number of listings waiting for approval.
- 7 Click the blue button to view listings that need review and approval.
- 8 Click the Edit link next to the listing you would like to approve.
- 9 Review the listing information entered by the agent
- 10 And click the “Save Complete Listing” button to upload the listing to TheMLS.com.
- 11 All participating parties will receive an email confirming the completion of the Approval process.



## New! The following New Features are Now Available on TheMLS.com!

### A. SLIMM Module

- *CLAW Members now have an option to "Show Most Commonly Used Fields Only" when inputting/editing a listing on SLIMM!*

You are about to edit MLS#: 09-355461

[SVO Info](#) [More SVO Info](#) [MVO Info](#) [More MVO Info](#) [Date Info](#) [Agent Info](#) [Photos](#)
SAVE COMPLETE LISTING
Printer Friendly
CLOSE

Show Most Commonly Used Fields Only: <input type="radio"/> Y <input checked="" type="radio"/> N	<b>RESIDENTIAL SINGLE FAMILY LISTING INPUT SHEET</b>	
PUBLIC RECORDS	LISTING INFO	
MLS#:		09-355461      DOM: 6
Status:		ACTIVE
APN: <span style="color: red;">Required</span>	4222015025	4222-015-025

### B. Profile Page

- *Links to the CARETS Agent Detail and the CARETS Client Detail Reports have been added to the Profile Page.*

Close This Window

2307 E COLORADO BLVD	\$99,999 Sold	2 Bedrooms	2.00 Bathrooms
2307 E COLORADO BLVD PASADENA, CA 91107			
<div style="border: 2px solid blue; padding: 10px; text-align: center; width: 100%;">           NO PICTURE AVAILABLE         </div>	REMARKS: THIS IS A TEST LISTING DIRECTIONS: THESE ARE THE DIRECTIONS		
MLS Number: 09-356837 <a href="#">Property Website</a> <a href="#">Add 1 Photos</a>	ROOMS: ART STUDIO, BAR, BARN, BASEMENT, BONUS, BREAKFAST, BREAKFAST AREA, BREAKFAST BAR, CABANA, CENTER HALL, DANCE STUDIO, DEN, DINING, DINING AREA, FAMILY, GYM, LANAI, LIBRARY/STUDY, LIVING, LOFT, MEDIA, OFFICE, PANTRY, PATIO COVERED, PATIO ENCLOSED, PATIO OPEN, POWDER, PROJECTION, SAUNA, SERVICE ENTRANCE, SOUND STUDIO, STABLE, SUN, WINE CELLAR, OTHER		
Presented By: <a href="#">James 'Jim' Sullivan</a> 310-555-1313 Email: <a href="#">James 'Jim' Sullivan</a>	EQUIPMENT: ALARM SYSTEM, ANTENNA, ATTIC FAN, BARBEQUE, BUILT-INS, CABLE, CEILING FAN, CENTRAL VACUUM, DISHWASHER, DRYER, ELEVATOR, FREEZER, GARBAGE DISPOSAL, HOOD FAN, INTERCOM, MICROWAVE, NETWORK WIRE, PHONE SYSTEM, RANGE-OVEN, REFRIGERATOR, SATELLITE, TRASH COMPACTOR, WASHER, WATER SOFTENER, OTHER, NONE		
Combined L.A. Westside, M.L.S. 310-358-1100			
<span style="border: 1px solid gray; padding: 2px;">Agent Detail</span>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">CARETS - Agent Detail</span>	<span style="border: 1px solid gray; padding: 2px;">Client Detail</span>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">CARETS - Client Detail</span>
<span style="border: 1px solid gray; padding: 2px;">Listing History</span>	<span style="border: 1px solid gray; padding: 2px;">Public Records</span>	<span style="border: 1px solid gray; padding: 2px;">Email</span>	<span style="border: 1px solid gray; padding: 2px;">Map</span>

## C. OPTIONS BUTTON

- You now have the option to go directly to the "CARETS Agent Detail" or "CARETS Client Detail" Reports when clicking on the MLS# link. This setting can be set under the OPTIONS tab located on the Listing Search Screen.



	CURRENT SETTINGS	DEFAULT SETTINGS
Thumbnails on search results screen and column report	<input type="radio"/> Hide <input checked="" type="radio"/> Show	<input type="radio"/> Hide <input checked="" type="radio"/> Show
Search criteria on search results screen, column report and market analysis	<input type="radio"/> Hide <input checked="" type="radio"/> Show	<input type="radio"/> Hide <input checked="" type="radio"/> Show
Show header on first page only	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show/Hide photos and maps	Show All Maps & Photos - Slowest ▾	Show All Maps & Photos - Slowest ▾
Hide page numbers on reports	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show Gallery Reports in landscape	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Start view		Search Results ▾
Hide checkboxes on reports (Reports Preview Only)	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show unselected listings on reports	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Number of listings per screen on search results		50 ▾
Display all statuses on first search results screen	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
MLS number hyperlink report view (Search Results/Column Report)	Profile Page ▾	Profile Page ▾
Hide openhouse information on Client Detail & Client Gallery reports and email.	Hide Openhouse Information ▾	on ▾
Hide private remarks on Agent Detail reports and email.	Hide Private Remarks ▾	

Save new default settings.

## D. REPORT OPTIONS

- The "Showing Agent Report" & "Showing Client Report" are now available on THEMLSPRO® under the REPORT OPTIONS tab.

The screenshot shows a web interface with a 'Reports' dropdown menu. The menu is open, displaying four options: 'Market Analysis', 'Showing Agent Report', 'Showing Client Report', and 'Public Records'. The 'Showing Agent Report' and 'Showing Client Report' options are highlighted in blue. To the left of the menu, there are navigation buttons: a left arrow, a 'GO' button, and a right arrow. Below these buttons, it says '# LISTINGS: 1 to 50 of 75' and 'Page 1'. To the right of the menu, there are 'REPORT OPTIONS:' and 'COLLATED' checkboxes.

1		RES-SFR: <a href="#">217 W Avenida San Antonio, SAN CLEMENTE 92672</a>	MLS#: 5556519SC
		AREA: (1672) San Clemente Southwest	STATUS: <b>A</b> LP: <a href="#">\$1,699,999</a>
		STYLE: Spanish	MAP: <a href="#">993/A6</a>
		GST HSE: N/A	VIEW: Yes
		FOR LSE: No	POOL: No
		P.U.D:	STORIES:
		PKG TOT:	YR BLT: 1938
		PKG CVD:	DOM: 103
		OH DATE: <a href="#">09/26/2009 (1:00PM-4:00PM)</a>	APN: 692-311-26
		DIRECTIONS: from Del Mar Ola Vista south to San Antonio turn right .	BR: 4 BA: 3.00
		REMARKS: Ole Hanson Historic BEAUTY! Hurry this home is stunning and in awonderful location. Remodeled and upgraded this home features indoor and outdoor living spaces. Indoor and outdoor fireplaces, dining areas and entertaining. Private Master bedroom/bath enjoys its own walk-out patio overlooking the courtyard and ocean view. 3 walk in closets and loads of storage. Lush tropical landscaping includes; palm, banana, ginger, hibiscus, birds of paradise and macadamia nut trees, lavender, roses, plumeria,	APX SF: 2,600
		PRIVATE REMARKS: Not to be missed.... a truly gorgeous property. Appointment only with 24 hours notice... DOGS! BIG DOGS! this is a mills act home and current owner pays under \$4,000 per year on property taxes. Huge savings.	APX LSZ: 5,985
		SHOWING REMARKS:	APX LDM: 50x143
		SHOWING: Appointment Only	OLP: \$1,699,999
		LOCKBOX TYPE: No Key Safe	
		LOCKBOX LOCATION: No Key Safe	
		OCCUPANT: CLO	OCC. PHONE: 949 272-3314
		LA1: <a href="#">Robyn Seymour</a>	PHONE TO SHOW: 949 272-3314
		LA2:	LD: 12/06/2008
		LA1#: 949-272-3315	C.S.O: 2.5%
		LA2#:	LA1 CELL:
			LA2 CELL:

## E. INCOME PROPERTIES

- Addition of the "Scheduled or Actual" Column as one of the available columns that can be displayed for Income Properties.