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Viewing Listings

The [Search Results List](#) contains all listings matching your search criteria. You can use this list in its entirety or [narrow the list](#). You can view detailed reports for one or more listings in the full or abbreviated Search Results List, in any one of a variety of formats.

TorontoMLS provides several standard formats (see "Report Formats", below), and custom reports designed by your office (see [Creating Report Designs with Report Designer](#)). At the report format list, standard forms display in black type, and your office reports display in red.

You may display room dimensions in feet or metres, and those receiving your emailed listings may also do so. Select a preference at the drop-down above the listing. The page refreshes with the appropriate dimensions.

You can print the listing. Some report formats also offer additional features: view the listing's [history](#), display a [street map](#), generate [driving directions](#), and view a [virtual tour](#) (if available).

You can print fax cover pages for sending documents to TorontoMLS for attachment to the listing (see [Attach Fax Document to Listing](#)). If documents are attached to the listing you can view, print, and email them (see View Fax Attachments). Note: you can fax and view attachments for Available listings only.


At any listing report, click Return to Results to return to the Search Results List.

NOTE: In the Broker and Client Full report formats, you can select (or de-select) a listing for the current search-results subset while viewing it. At the top of the report, check the box next to the current listing's sequence number:



Note: When a listing becomes Unavailable, fax attachments are no longer viewable. Virtual tours and additional photos are not viewable 90 days after the listing becomes Unavailable.

Viewing Listings with Multiple Photos

A single listing may have as many as nine photos. When viewed, the listing displays the primary photo with previous and next  buttons in the bottom right corner. Use the buttons to page forward and back through all the photos. If you *move the cursor* over a photo, its comment (if any) displays. If you *click* on the photo, a page with all photos displays.

NOTE: When printed, the currently-viewed photo prints with the listing report.

Viewing Enlarged Photos

Click on the photo at the listing report. A page with the primary photo and any additional photos displays. Click on any photo on this page to enlarge it.

Using View Listing Features

Report Formats

Report Format	Description
Broker Full	The most comprehensive of all the report formats. Includes: picture; full details for house, property, location; details on layout (1st floor, etc.) and room dimensions; salesperson notes; open house details; listing details; seller information; brokerage and salesperson information, and commissions.
Broker Two Per Page	Similar to the broker full report but contains fewer details. No picture. Includes some details for house, property, location; details on layout (1st floor, etc.) and room dimensions. Contains brokerage, salesperson, and commission details. (Click on MLS# for broker full report.)
Broker Thumbnail	Includes picture and basic information on property (style, rooms, property, etc.) Includes listing brokerage name and phone and salesperson, but no commission information. (Click on MLS# for broker full report.)
Broker Thumbnail - No Photo	Same as Broker Thumbnail, but without photo of property.
Client Full	Same as Broker Full without: open house information, listing details, owner identification. No brokerage or salesperson details or commission information.
Client Two Per Page	Same as Client Full with fewer property details. No brokerage notes.
Client Thumbnail	Same as Broker Thumbnail without: brokerage and salesperson information. (Click on MLS# for client full report.)
Flyer	Includes picture of property (as well as brokerage logo and salesperson photo, if you have sent them to MLS to be stored in the TMLS system) and basic details. Provides information for contacting listing salesperson. (Click on MLS# for broker full report.)
Open House	Includes picture and basic details, brokerage and salesperson name and phone, and open house details. (Click on MLS# for broker full report.)
Comparison	Includes comprehensive listing details for multiple listings (up to four per page) in a side-by-side format for easy comparison of properties.
Property Match	This is the same format used for prospect matches emailed to clients. Similar to Client Full, however, brokerage information is included.
Custom Reports	The report list may include custom reports designed by you or others in your office.

To include salesperson photos and brokerage logos in TMLS reports:

Salesperson Photos: Send MLS a photo via email to memphotos@trebnet.com as a jpeg file (.jpg) attached to the email. The format should be 90 by 120 pixels and the filename should be

yourmembervnumber.jpg. The subject of the email should read *your name* photo (e.g., *John Doe* photo). Be sure to also include your name and MLS member number in the body of the email.

Brokerage Logos: Send MLS your office logo via email to offlogos@trebnet.com as a jpeg file (.jpg) attached to the email. The format should be no larger than 200 by 200 pixels and the filename should be *yoursixdigitbrokercode.jpg*. The subject of the email should read *office name* logo (e.g., *ABC Real Estate* logo). Be sure to also include the office name and your office Brokerage Code in the body of the email.

Including Website and Other Information: You may note a URL in the body of the email and it will be included with your information. Also, if you wish to have home/office phone numbers and business email appear on the system, send this information as well.

To View Listings

1. At the Search Results List, click to check the listings you want to view. NOTE: if you want to view all listings, do not check any. To check all listings on a page, click the heading .
2. At **Select a Report Format**, choose an output form from the drop-down list.
3. Click **View**. TMLS displays the report for the first listing (or group of listings) you've chosen. If more than one, navigate through the pages to view all listings. (To Print listing reports, see [Printing Listings](#).)

NOTE: To see the selected listings in another report format, choose one from the drop-down list at the top of the report. Repeat as needed.

Navigating The Displayed Listings

If more than one listing is chosen, navigate to view each:

Next	View next report page
Prev	View previous report page
First	View first report page
Last	View last report page

Tips:


- Broker and Client thumbnail reports are displayed in groups of five per page. Comparisons are grouped four per page.
- To display the report for one listing in the search results list: choose a report format, then move the mouse pointer over the desired listing to select it. Click anywhere on the selected listing to display the report. At the report, you can navigate to any other listing report.

Printing Listings

[Viewing Listings](#) provides the procedure for displaying listings that your search finds, in your choice of formats. The listings can also be printed.


- One report is printed per page for the following formats: Broker Full, Client Full, Flyer, and Open House. For these report styles, you have the option to print individual listing reports as you navigate through them, or have TMLS print reports for all listings you've selected. Note: If you want to print more than one listing but not all the selected listings, [navigate among the listings](#), and print each as needed.
- When you choose the Two per Page, Thumbnail, and Comparison formats, TMLS prints all selected.

To Print Listings

1. At your choice of listing report, click **Print View** if you want to print the displayed listing report, or click **Print All Selected** to print all the selected listing reports. TMLS displays your listing(s) in a printable format in a secondary browser window. (NOTE: when using thumbnail, two per page, and comparison report formats you must print all selected).
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options.
4. Click **Print**.
5. Close  the browser window to return to the displayed listing.

Tip: You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See [Special Printing Format](#).)

Street Map View

At the Map View page - reached by selecting one or more listings at search results - you can zoom and move the map as needed, mouse over a property marker  for details, and switch from Road view to Aerial or Birds-Eye views.

Use the Map View page to perform the following actions. (See procedures below, and [Map Searches](#) for further details.)

- View property details in a popup
- Map a route and get driving directions
- Draw a search area to change results
- Enter search criteria to change results
- Find more properties near the current marker

NOTE: Listings that can't be geocoded do not display on the street map. This occurs if the street name or number doesn't exist in the TMLS street dictionary. It may be a new house on an old street, or a new street; or any of the following fields are incorrect or missing: address, municipality, province, postal code.

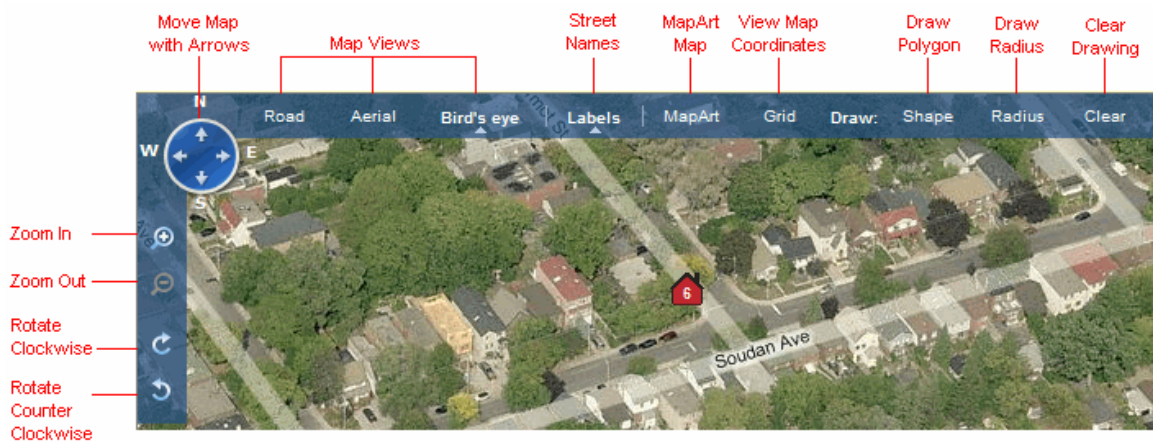
Controlling the Map

Although mouse movements are the fastest way to control the map, you can also use tools on the map control bar at the top left corner of the map.

Mouse Controls

- To move the map, hold down the left mouse button and drag the mouse.
- To zoom in closer, roll the mouse wheel forward, or double click the map.
- To zoom out farther, roll the mouse wheel backward.

Tool Controls



NOTE: Use the rotate tools to view the property from different angles in birds eye view.

Summary Results

Below the map, TMLS provides a summary list for each property by its marker number. Each property marker links to the full listing report. (See [Map Searches](#) for Summary Results details.) Click a column heading to sort in ascending order. Click again to reverse sort order.

Using Street Map View


To Change Map Views

- At the top left of the screen, click **Road** for a street map; **Aerial** for satellite view; **Birds Eye** for close aerial view that you can view from different angles.
- To switch between Virtual Earth and MapArt maps, toggle the **MapArt** button on and off.
NOTE: MapArt is viewable at zoom levels at or between .5 km and 60 km.
- To view map coordinates, click **Grid**.


To Get Property Details

1. Mouse over a marker to view details in a popup.
2. To view more photos, click right and left arrows on the bottom right corner of the first photo.
3. If many listings overlap, you may need to scroll in order to view details of each property.


To Zoom In

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

To Zoom Out

- Click ; or
- Roll the mouse wheel backward

To Move the Map Up, Down, Left, or Right

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

To Route Directions From Your Brokerage

1. Under **Routes and Directions**, click in a **To** field.
2. Mouse over the property marker and click **Directions**.
3. For more information, see [Driving Directions](#).

To Email or Print the Route and Directions

1. Optional: To hide listing markers when you print the map, check Hide Listings in the left panel (above Route and Directions).
2. Click **Email** or **Print**. When emailing, type the email address and change the subject or message as needed, then click **Send**. When printing, specify printer options and click **Print**.

To Find More Properties Near a Marker

1. At the Map View page, click **Map Search From Location**.
2. Zoom out as needed to view found properties

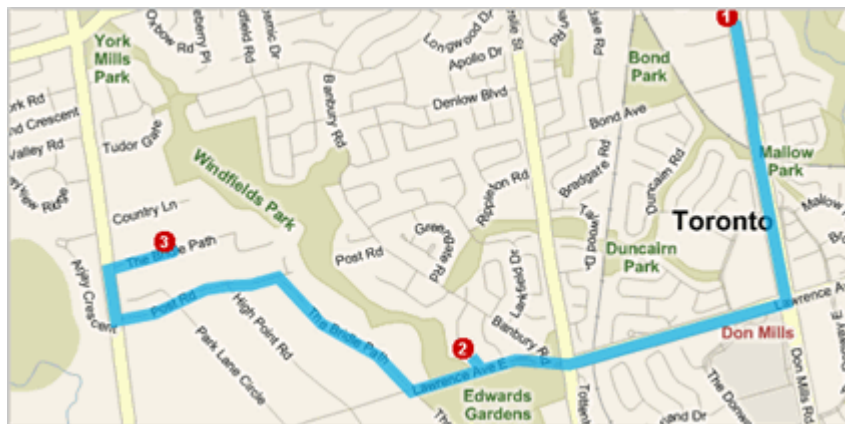
Driving Directions

With a start point (From) and an end point (To), a map can provide both a route and step-by-step driving directions to up to four locations.

The "From" and "To" fields accept a typed address with Municipality, such as "950 Betty Ann Dr., M2R1B5", a Community such as "Markham", a landmark such as "Parkway Mall", or a listing marker on the map.

To change the "From" address - which defaults to your brokerage location - delete the address and type another (with municipality). To set the next location, click on a "To" or "Then To" field, then type or choose Directions at a marker.

- To insert the address from a marker, mouse over the marker to view the detail popup then click the "Directions" link.
- To view the mapped route and driving directions after setting addresses at "From" and "To", click "Get Route".
- To email the mapped route and driving directions, click "Email".
- To clear the mapped route and directions, click "Clear Route".



NOTE: TorontoMLS uses Microsoft Virtual Earth to supply driving directions and maps.

To Get, Print, and Email Route and Driving Directions

1. Find **Route and Directions** in the left panel.
2. At **From**, type the address you want to start from. (By default this box is filled with your brokerage address; if this is not your starting point, delete it and enter a new address and Municipality.)
3. Optionally, check the **Hide Listings** option to show the mapped route without property markers.
4. Click in a **to** or **then to** box. Type the address of your destination, or mouse over the listing's marker and click on the **Directions** link in the popup.
5. Repeat step 4 to enter more destinations.
6. To see the mapped route and directions, click **Get Route**. The route displays on the map, with step-by-step directions below.
7. To see a close-up view for any step, click on that step in the text directions. Zoom in and out as needed.

8. Click **Print** to print, or click **Email** to email the route and directions.

Virtual Tour

Use Virtual Tour to purchase virtual tours for existing listings.

To Purchase a Virtual Tour

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Virtual Tour**.
3. At **MLS #**, enter the MLS# of the listing that you want to purchase a virtual tour for, then click **Continue**.
4. Click the button for your preferred virtual tour supplier.
5. Follow the supplier's on-screen instructions to complete the order.
6. When the order is complete, close the secondary window to return to the Add/Edit menu.

Viewing Virtual Tours

When a virtual tour is available for a listing, TorontoMLS provides a button on the listing report (in Broker-full, Client-full, Flyer, and Open House reports) for viewing the tour.

You can pan and move around the rooms with navigation buttons provided.

Comprehensive navigation information is available at the virtual tour.

Note: Virtual tours are not viewable 90 days after a listing becomes Unavailable.

Attach Fax Document to Listing

You can fax documents to TorontoMLS for attachment to any of your available listings, if you have permission to do so. Document attachments include Floor Plans, Seller Property Information Statements, Financials, Feature Sheets, Environmental reports, Schedules, Disclosures, and Other Property Information.

TMLS creates customized fax cover pages specific to the listing. Each cover page contains a bar code identifying the MLS# and the category (e.g., Floor Plans, Feature Sheets) of the accompanying document(s). A separate cover page is required for each document category.


- **Printing:** You can print a fax cover page directly from the listing report, or by choosing Document Attachment (Fax) at the Add/Edit menu.
- **Viewing:** When documents are attached to a listing, a View Attachments button displays at the listing report. You can view, print, and email the attached documents as long as the listing is Available.
- **Emailing:** When emailing documents, you can view them first, but this is not required. TMLS pre-selects the last document you view as the attachment for the email. You can clear the check box to exclude this document if desired, and/or select other documents for the email. When only one document is available at a listing, TMLS automatically selects that document to attach to the email. You can include the listing report in the email, if desired.
- **Deleting:** Anyone with edit rights can delete documents that are attached to a listing.

Using Fax Attachments

To Attach a Fax Document to a Listing


1. At the listing report - or at the Add/Edit menu option "Document Attachment (Fax)" - click **Print Fax Cover Page**. TMLS displays a list of document categories.
2. Click to check one or more categories then click **Continue**.
3. TMLS displays the fax cover page(s) in a new browser window.
4. Choose **Print** from the browser's File menu. Specify the printer options and click **Print**.
5. Using the cover page, fax the document to be attached to the listing/category indicated by the heading on this page. The fax number to be dialed appears on the page.

Multiple attachments may be faxed at one time. Assemble all the pages in order, with the appropriate cover page immediately preceding the document for a particular listing/category. Limit to 6 the number of pages per listing/category (not including the cover page).



6. Close  the browser window to return to the listing report or add/edit page.

To View Fax Attachments



1. At the appropriate listing report, click **View Attachments**. TMLS displays a list of categories identifying the documents attached to the listing.

2. Click on a document category. The corresponding document displays. NOTE: You must have Adobe® Reader® installed on your computer to view the attachments. Click on the link to download this software if necessary.
3. Click on another category to view its related document. Repeat as necessary.
4. Click  to close the browser window and return to the listing report.

To Print Fax Attachments

1. Display the desired document (see To View Fax Attachments, above).
2. At the Adobe Reader toolbar, click .
3. Specify the printer options.
4. Click **OK**.
5. Repeat steps 1-4 as necessary for each document you want to print.
6. Click  to close the browser window and return to the listing report.

To Email Fax Attachments

1. At the appropriate listing report, click **View Attachments**.
2. Click **Email Documents**.
3. At **Mail To**, enter an email address or click **Contacts**.
4. If you choose **Contacts**, TMLS displays a list of your contacts with email addresses indicated. Click to check the appropriate contact(s). Then click **Add to Mail To** to enter the address(es) on the email form; or click **Cancel** to return to the Mail Listings page.
5. If you want a copy of this transaction for your records, click **Also email me a copy**.
6. TMLS automatically fills the email Subject and Message. You can use these or edit them as necessary.
7. At **Select Attachments to Include**, click to check your choices. Note: TMLS may pre-select a document category. If you do not want to include that category as an attachment, click to clear the check box.
8. At **Select a Report Format**, select **None** if you do not want to include the listing report in the email. If you wish to send the listing report with the attachment(s), choose a report format (e.g., **Client Full, Client Thumbnail, Flyer**).
9. Click **Send** to send the email message with documents; or **Cancel** to discard the email.
10. TMLS displays a confirmation that your email was sent.
11. Click **Close** or  to return to the documents page. Then click  to close the browser window and return to the listing report.

To Delete Fax Attachments

1. At the appropriate listing report, click **View Attachments**. TMLS displays a list of categories identifying the documents attached to the listing.
2. Click on the document category for the document you want to delete. The corresponding document displays.
3. Click **Delete**.
4. At the confirmation prompt, click **OK**.