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Introducing TorontoMLS

TorontoMLS (TMLS) is an Internet based MLS system offering graphical searches and reports, CMAs, notice pages, dynamic maps, contacts, prospect match, listing maintenance, financials, history, and more; along with access to business and marketing tools.

You can customize your own Info Centre page. You can add personal links to use the Info Centre page as a portal to other Internet sites. "My Personal Listings" displays your current listing inventory. You can also set up market areas to track new and updated listings automatically.

With TMLS, you can email your clients or fellow salespeople directly, right from listings found by a search.

Starting TorontoMLS and Logging Off

The new TREB Home Page displays before you can access the TorontoMLS system.

TorontoMLS is the MLS system that allows you to Add and Edit Listings, perform MLS Listing Searches using criteria and dynamic maps, CMA's, Notice Pages, Contact Management, Prospect Match alerts and emails, Financial Programs, and History; along with access to business and marketing tools.

Logging On to the TREB Home Page and TorontoMLS

To log on to the TREB Home Page and then proceed to TMLS, you must first obtain an authenticator key fob from your board office.


Once logged on, first time users are presented with the Authorized User Agreement and a Password Change Message. Once these are complete the TREB Home Page displays.

To Start Toronto MLS from TREB's Home Page


1. Log On. (See above.)
2. If you are a first time user, accept the User Agreement.
3. If you are a first time user, complete the Password Change.
4. At the TREB Home Page, click **Search Properties** in the middle of the purple band at the top of the page.

Logging Off TorontoMLS

In order to close your TMLS session properly, always click the Log Off button, available at the top of every TMLS page.

- If the system closes your session due to non-activity, you can log on again.
- If you close the browser window (by clicking the close button ) without first logging off, TMLS does not close your session. You may log on again, but TMLS alerts you that it must close the old session to prevent dual sessions. (See "Dual Log-On's Not Allowed", below).

To Log Off TorontoMLS

1. At the upper right corner of any TMLS page, click **Log Off**.
2. If at this point you want to close the browser window, it is safe to click the browser close button .

System Timeout Warning

In the event you forget to log off, TMLS automatically ends your session after thirty minutes of inactivity in order to prevent possible breaches of security. A warning displays five minutes before the session is ended.

Navigating TorontoMLS

Navigation tools provide easy access to TorontoMLS' many features.


- **TMLS Tabs:** At the top of each TorontoMLS page is a set of navigation tabs. Use these to access any major TMLS function (or to return to the starting page of the function); and to move quickly from one function to another. Major TMLS functions include: Add/Edit, Search, Reports, CMA, Contacts (including Prospect Match), and Info Centre.
- **TMLS Page Displays:** Most TMLS functions provide data input fields on a single page. Complex functions, like CMA, require several pages. Most pages link to a Help topic specific to the page.
- **Page Commands:** Many TMLS pages contain navigation buttons (e.g., Next, Previous) that guide you through multiple pages, such as search results. Other buttons (e.g., Submit, Cancel) enact commands.
- **Moving from Field to Field:** While entering data in input forms, press the Tab key, or click the mouse, to move from field to field. NOTE: If you press Enter instead of Tab, TMLS submits the form in many cases!

Use of Browser Back Button

Do not use the browser Back button to return to a previous TMLS page. Always use Tabs and command buttons to navigate through TorontoMLS.

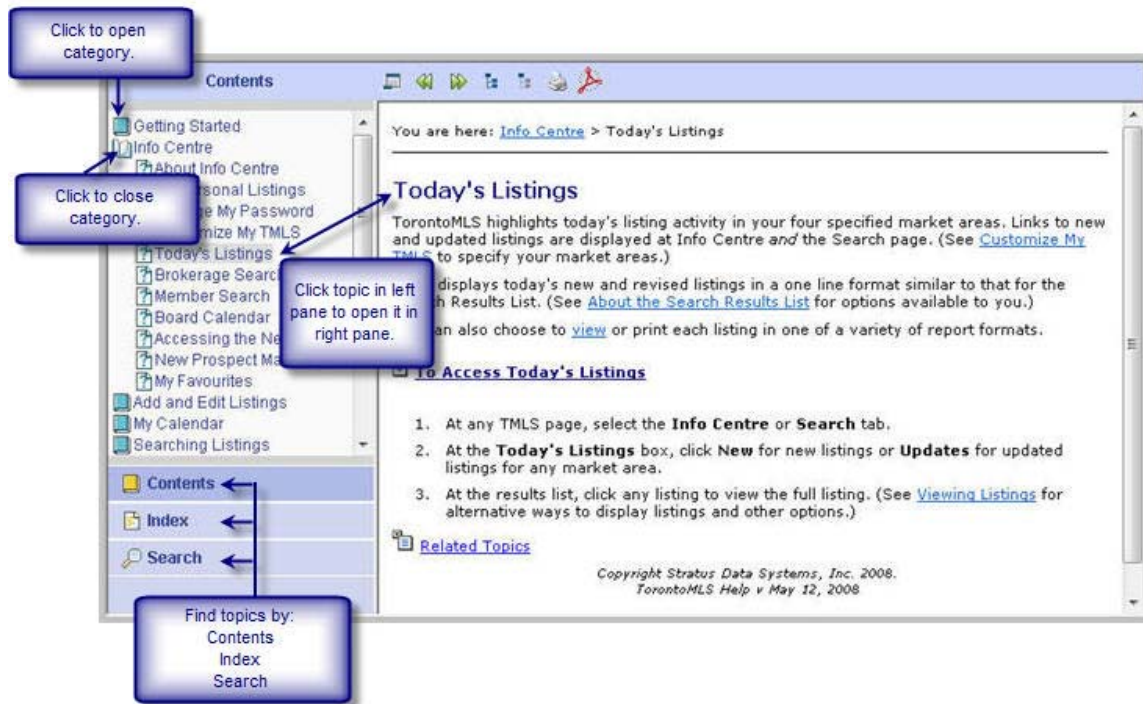
Expanding the TorontoMLS Window

By expanding the browser window in which TMLS displays, you minimize the need to scroll to view buttons at the bottom of the page. There are two ways to maximize the browser:

- Click the maximize-window button  at the top right corner of the window (available only if the browser window is not already maximized);
- Press the F11 key to eliminate the browser's top menu and tool bars. (At any time, press F11 again to return to normal browser display.)

Get & Print Help

If you have questions as you navigate through the system, Help is a click away. Help is organized so you can read it like a book, select a topic by index keyword, search Help text for any word, or go to subject-specific information from any TMLS screen.

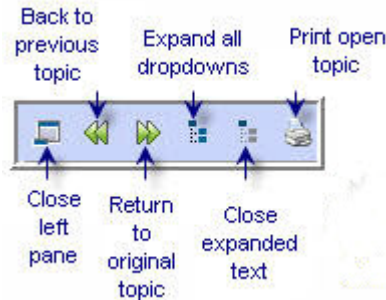


At the bottom left side of any Help window, notice three accordion-style buttons:

- **Contents:** Click this button to open the Table of Contents. Each subject heading is identified by a book icon. Double-click on a book to reveal the pages (topics). Click the page for Help on that topic. Help topics display in the right panel. (Click again on the book to retract the pages).
- **Index:** Click this button to open the Index. This is an alphabetic list of index keywords for Help topics. When you enter a keyword in the text box at the top of the index panel, the system highlights words or phrases that match. Click on a word or phrase to view the associated Help topic. (If more than one topic is indexed with the keyword you enter, click the topic you want from the displayed list). View the Help topic in the right panel.
- **Search:** Click this button to use the full text search. Type a word or words into the text box. To narrow the topics found to a particular set, if desired, choose a filter from the drop-down list. Click the Search button. The system finds topics containing your search text, and ranks them by relevance. Click a topic to display in the right panel.




Help's Toolbar

Choose a tool for the following:



Links in Help Topics

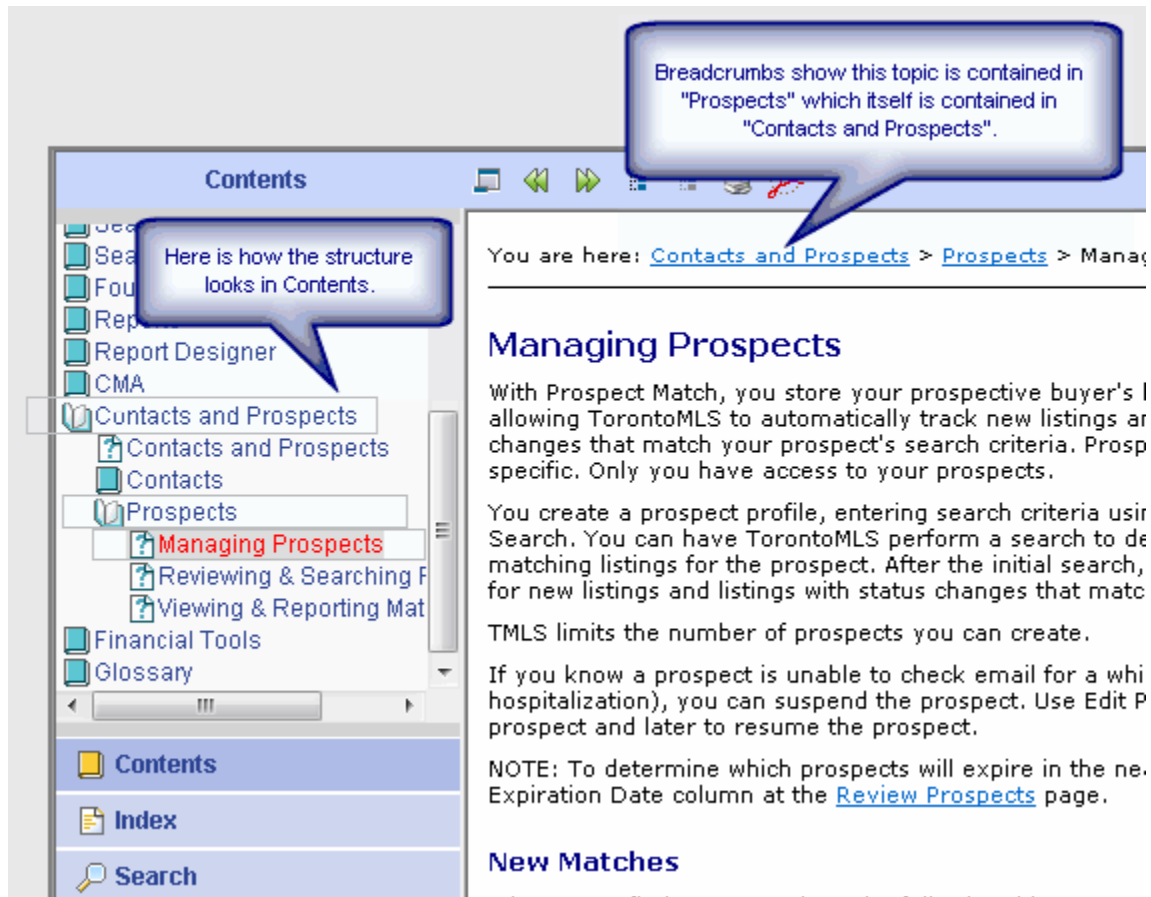
Help topics offer links just as web pages do.

- **Links** let you jump to another topic. Links show as underlined text in blue or purple. Click on the link to display the linked topic. To return to the previously-displayed topic, click the Back tool  at the Help window toolbar.
- **Drop-down Hotspots** are underlined headings in bold blue type, marked by a right arrow . Click on the right arrow to view drop-down text. Once expanded, you may click the down arrow  to retract the drop-down text.
- **Related Topics** links are located at the end of many Help topics. Click to open the list of topics.

Breadcrumb Navigation

At the top of each help topic, a linked and click-able "trail of breadcrumbs" displays, showing the entries above the current topic in the table of contents.


Here is how the breadcrumbs look in the Managing Prospects topic:




Using Help

Click on each heading (hotspot) below to learn about Help.


To Get Help

- Click **Help** at the top right corner of any page to open the related topic in the Help window.
- Click  to close the Help window.

To Hide the Left (Navigation) Panel


1. To hide the left panel for a larger view of the topic, click the Show/Hide tool .
2. To display the navigation panel again, click the Show/Hide tool again

To Print a Help Topic



1. With the Help topic displayed in the right-hand panel, click to open any drop-down. (To open all drop-downs, click the expand-all tool  in Help's toolbar.)
2. Click the print tool  in Help's toolbar.
3. At the Print dialog box, click **Print**.

To Print a Portion of a Help Topic

You may want to print just a portion of a Help topic. If the text is in a drop-down, the drop-down must be expanded.

1. Drag the mouse to select the desired text.
2. Click the print tool  at the Help window toolbar.
3. At the Print dialog box, under Page Range, click **Selection**. Then click **Print**.

To View the Previously Displayed Topic

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

To Get a PDF Version of Help

1. At the bottom of each topic, click **Get Documentation in PDF**. NOTE: You must have [Adobe Acrobat Reader](#) installed in order to view and/or download a PDF file.
2. Click the book or chapter you want to open or download.
3. Once open, you can print or save the file to your computer.