Info Centre

About Info Centre

Info Centre is your command centre, giving you quick access to:

Listings

- your own personal listings
- today's listings in your own market areas
- your favourite listings
- new prospect matches

Events

- calendar for your appointments
- board calendar for board events

News

- current news items

Special Features

The following are some of the features that allow access to shared Real Estate listings, collaborative communications, and more.

- Touchbase: Make a showing request while browsing listings
- RealNet: Property transactions and price information; monthly statistical market reports
- Connect: Search neighbouring boards for listings shared with TREB.

Reference

The following are a few of TMLS's Info Centre reference features:

- your favourite links
- brokerage search
- member search
- TREBCommercial.com
- REALTORLink
- Schools
- tips and tricks
- telephone directories
- Technology Corner
- E-Commerce
- Education

To access any of the above features, click the appropriate link or tab on the Info Centre page.

To open a TorontoMLS function (e.g., Search, CMA), click on its tab at the top of the Info Centre page.

Tip: External Web sites may open in a smaller browser window. If necessary, enlarge the window for better viewing. Close ⊠ the window to return to TorontoMLS.

My Personal Listings

TorontoMLS keeps track of all your personal listings. When you log on, TMLS identifies you and your association with your listings. Only you can access your listing information.

- Your listings are available from Info Centre. When you click on My Personal Listings, TMLS displays your listings in a one-line format. You can view the list and print it.
- To view a full broker report for a listing, click on the MLS#. (See Viewing Listings.) After viewing the broker report, click Back to return to My Personal Listings.

Using My Personal Listings

To View My Personal Listings

- At **Info Centre** under **My TMLS**, click **My Personal Listings**.

To Print My Personal Listings

1. At the My Personal Listings list, click **Print View**. TMLS displays your listings in a printable format in a secondary browser window.
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 My Personal Listings.

To View and Print a Listing Report

1. Click on the MLS# for any listing to view the full broker report.
2. At the listing report, click **Print View**. TMLS displays your listing in a printable format in a secondary browser window.
3. Choose **Print** from the browser's **File** menu.
4. Specify the printer options.
5. Click **Print**.
6. Close ✖ the browser window to return to the displayed listing.
7. Click **Back** to return to the My Personal Listings list.

To Select and Email Listings

1. At the My Personal Listings summary, click **Full Search Results**
2. At the search results list, click the checkbox for any listing you want to email. NOTE: If you want to email the entire list, do not check any.
3. Click **Email Listings.** TMLS displays an email form in a secondary browser window.

4. At **Mail To**, enter one or more email addresses (each separated by a comma and no spaces) or click **Contacts**.

    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. TMLS automatically fills the email Subject and Message. You can use the default message or change and format as necessary. (See Formatting Email Messages.)

6. At **Select a Report Format**, click on the drop-down arrow to reveal the choices. Select a format.

7. If you want a copy of this transaction for your records, click **Also email me a copy**.

8. To confirm the spelling in your email message, click **Spell Check**. See 'To Check Spelling in your Email Message', below, for instructions.

9. After closing the spell check window, click **Send** to send the email message with listings; or **Cancel** to discard the email.

10. TMLS displays a confirmation that your email was sent. Click **Close** or ✖ to return to the search results list.

Change My Password

You can change your password any time you wish, at the Info Centre page, under My TMLS. Change your password frequently to prevent another person's unauthorized access with your codes. Enter any alpha or numeric character. Special characters, such as *, $, etc. are not allowed. Passwords are limited to 20 characters.

NOTE: You are *required* to change your password periodically.

To Change a Password

1. From the **Info Centre** tab, under **My TMLS**, click **Change My Password**.
2. At **Password**, type your current password.
3. At **New Password**, type your new password.
4. At **Confirm New Password**, retype your new password to confirm the keystrokes.
5. Click **Submit.**

Customize My TMLS

At Customize My TMLS you can:

- Request Today's Listing activity in up to four market areas. You specify the property classes, an Area,one or more Municipalities, optionally one or more Communities, and sale/lease choices. For each defined market area, the system provides links to the new and updated listings for that day at Info Centre *and* the Search page.
- Choose to flag open houses in your market areas on your personal calendar (see My Calendar).
- Specify links to four of your favourite Web sites to be accessed from Info Centre.
- Specify a preferred email address to receive copies of listings, prospect matches, and so forth. If you don't enter an email address, the system defaults to your TREBNET address (e.g., `jdoe@trebnet.com`).
- Elect to have "thumbnail" photos displayed for each listing at the search results list.
- Specify whether room dimensions should display in metres or feet.
- Opt to add a second salesperson's information to the header of all your reports.
- Select Training Mode when learning Add/Edit Listing, to avoid adding or changing real listings.

Using Customize My TMLS

To Specify Your Market Areas for Today's Listings

1. At **Info Centre** under **My TMLS**, click **Customize My TMLS**.
2. At **Market Area 1**, enter a name for this area.
3. Click to check one (or more) **Class**.
4. At **ForSale/Lease**, select one or more check boxes. (Note: **Sub-Lease** displays for Commercial listings only).
5. Select an **Area**, at least one **Municipality**, and one or more **Communities** if needed. (Click to select one option, or CTRL+Click to select more than one.) NOTE: The system combines Communities for up to two Municipalities.
6. Repeat steps 2 through 5 for additional market areas.
7. Click **Save** to save your market area specifications; or **Cancel** to return to TMLS Info Centre. Click **Reset** to reset *all* fields (for all market areas, all URLs, your preferred email address, second salesperson designation, and the Open House, Thumbnail, and Dimension settings) to their stored values.

- Click Clear to delete all text for any market area. Enter new text or leave blank, then click Save.

To Show Open Houses in Your Market Areas at Your Calendar

1. At **Info Centre** under **My TMLS**, click **Customize My TMLS**.
2. Scroll to the end of the market area section.

3. At **Check here to show Open Houses in your Market Areas on your Personal Calendar**, select the check box.

4. Click **Save**; or **Cancel** to return to TMLS Info Centre. Click **Reset** to reset *all* fields (for all market areas, all URLs, your preferred email address, second salesperson designation, and the Open House, Thumbnail, and Dimension settings) to their stored values.

To Specify Your Favourite Web Site Links

1. At **Info Centre** under **My TMLS**, click **Customize My TMLS**.
2. Scroll to the Web address section.
3. At **Link 1**, enter the URL (Web address) for the first Web site.
4. At **Name of Web Site**, enter a brief title for the site, to appear on your Info Centre page.
5. Repeat steps 3 and 4 for additional Web sites.
6. Click **Save** to save your Web addresses; or **Cancel** to return to TMLS Info Centre. Click **Reset** to reset *all* fields (for all market areas, all URLs, your preferred email address, second salesperson designation, and the Open House, Thumbnail, and Dimension settings) to their stored values.

To Specify Your Preferred E-Mail Address

1. At **Info Centre** under **My TMLS**, click **Customize My TMLS**.
2. Scroll to the Preferred Email Address section.
3. At **Email**, enter your preferred email address (e.g., `user@domain.com`).
4. Click **Save** to save your preferred email address; or **Cancel** to return to TMLS Info Centre. Click **Reset** to reset *all* fields (for all market areas, all URLs, your preferred email address, second salesperson designation, and the Open House, Thumbnail, and Dimension settings) to their stored values.

To Show Thumbnail Photos at the Search Results

1. At **Info Centre** under **My TMLS**, click **Customize My TMLS**.
2. Scroll to the Thumbnails heading.
3. Select the **Show thumbnails with search results** check box.
4. Click **Save**; or **Cancel** to return to TMLS Info Centre. Click **Reset** to reset *all* fields (for all market areas, all URLs, your preferred email address, second salesperson designation, and the Open House, Thumbnail, and Dimension settings) to their stored values.

To Specify Units of Measurement for Room Dimensions

1. At **Info Centre** under **My TMLS**, click **Customize My TMLS**.
2. Scroll to the end of the page.
3. At **Select a Unit of Measurement to Display Room Dimensions**, click **Metres** or **Feet**.

4. Click **Save**; or **Cancel** to return to TMLS Info Centre. Click **Reset** to reset *all* fields (for all market areas, all URLs, your preferred email address, second salesperson designation, and the Open House, Thumbnail, and Dimension settings) to their stored values.

To Include a Second Salesperson in Your Report Headers

1. At **Info Centre** under **My TMLS**, click **Customize My TMLS**.
2. Scroll to the 2nd Salesperson section.
3. Select **Include**. Then choose the name from the drop-down list.
4. Click **Save** to save the second salesperson's name; or **Cancel** to return to TMLS Info Centre. Click **Reset** to reset *all* fields (for all market areas, all URLs, your preferred email address, second salesperson designation, and the Open House, Thumbnail, and Dimension settings) to their stored values.

To Enable Training Mode for Add/Edit

NOTE: Training mode applies to the current session only. To use training mode in subsequent sessions you must enable it each time you log in.

1. At **Info Centre** under **My TMLS**, select **Customize My TMLS**.
2. Scroll to the end of the page.
3. Select the **Enable Training Mode for Add/Edit** check box.
4. Click **Save**; or **Cancel** to return to TMLS Info Centre. Click **Reset** to reset *all* fields (for all market areas, all URLs, your preferred email address, second salesperson designation, and the Open House, Thumbnail, and Dimension settings) to their stored values.

Tip:

- When making changes to Customize My TMLS settings (market areas, URLs, Open House, Preferred Email Address, second Salesperson designation, Thumbnails, and/or Room Dimension options) you can click Reset to restore all fields to their original values. Note, however, that this action resets all fields in all market areas, all URLs, and the Open House, Preferred Email Address, second Salesperson designation, Thumbnail, and Dimension values.

Today's Listings

TorontoMLS highlights today's listing activity in your four specified market areas. Links to new and updated listings are displayed at Info Centre *and* the Search page. (See Customize My TMLS to specify your market areas.)

TMLS displays today's new and revised listings in a one line format similar to that for the Search Results List. (See About the Search Results List for options available to you.)

You can also choose to view or print each listing in one of a variety of report formats.

To Access Today's Listings

1. At any TMLS page, select the **Info Centre** or **Search** tab.
2. At the **Today's Listings** box, click **New** for new listings or **Updates** for updated listings for any market area.
3. At the results list, click any listing to view the full listing. (See Viewing Listings for alternative ways to display listings and other options.)

Brokerage Search

TorontoMLS provides information on member brokerages. Search by brokerage name, email address, and/or Area and Municipality.

Depending on your search criteria, the result is one brokerage or a list of many. You can view the list (ten brokerages at a time) and print it. TMLS offers individual records for each brokerage. The records can also be viewed and printed. You can email a brokerage directly from its record, and link to the brokerage's home page, if these links are available.

Included at the brokerage record is a list of the salespersons with the brokerage. Click on any name to display the salesperson's contact record. You can email the salesperson directly from this record.

Using Brokerage Search

To Search for Brokerages

1. Select the **Info Centre** tab at the top of any TMLS page.
2. At **Info Centre Options**, click **Search Brokerages**.
3. Enter search text in any of the search fields. (See Entering Search Criteria.) If you select an **Area**, you may select one or more **Municipalities**.
4. Click **Submit**, to submit the search; or **Clear** to discard search text.

Navigating the Brokerage Search Results List

TMLS displays the first ten brokerages in the Search Results List. If more than ten brokerages result from the search, click Next to display the next ten, and so forth...to reveal the entire list.

Next	View next ten brokerages
Prev	View previous ten brokerages
First	View first ten brokerages
Last	View last ten brokerages

To Print the List of Brokerages

1. At the Search Results page, click **Print View**. TMLS displays the list of brokerages in a printable format in a secondary browser window.
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 Brokerage Search Results List.

To View and Print a Brokerage Record

1. At the Search Results page, click on the # for your choice of brokerage. TMLS displays the record for that brokerage.

2. To print this information, click **Print View**. TMLS displays the record in a printable format in a secondary browser window.

3. Choose **Print** from the browser's **File** menu.

4. Specify the printer options.

5. Click **Print**.

6. Close ☒ the browser window to return to the original brokerage record.

Navigating the Brokerage Records

Once you have displayed a record for one brokerage, you can navigate to the records for all other brokerages in your search results:

Next	View next brokerage record
Prev	View previous brokerage record
First	View first brokerage record
Last	View last brokerage record

View or print this information as required. Click Return to Results to return to the brokerage search results list.

To View a Salesperson Record

1. At the brokerage record, view the list of salespersons, if available, in the category "Other".

2. Click on the name of a salesperson to display the corresponding record in a smaller browser window.

3. If you want to send an email message to the salesperson, click on the email link.

4. Click **Close** or ☒ to close the salesperson record.

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

Member Search

TorontoMLS provides information on MLS members. Search by last name, first name, or email address.

Depending on your search criteria, the result is one member or a list of many. You can view the list (ten members at a time) and print it. TMLS offers individual records for each member. The records can also be viewed and printed. You can email a member directly from their record, and link to the member's home page, if available.

Using Member Search

To Search for Members

1. Select the **Info Centre** tab at the top of any TMLS page.
2. At **Info Centre Options**, click **Search Members**.
3. Enter search text in any of the three search fields. (See Entering Search Criteria.)
4. Click **Submit**, to submit the search; or **Clear** to discard search text.

Navigating the Member Search Results List

TMLS displays the first ten members in the Search Results List. If more than ten members result from the search, click Next to display the next ten, and so forth...to reveal the entire list.

Next	View next ten members
Prev	View previous ten members
First	View first ten members
Last	View last ten members

To Print the List of Members

1. At the Search Results page, click **Print View**. TMLS displays the list of members in a printable format in a secondary browser window.
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 Member Search Results List.

To View and Print a Member Record

1. At the Search Results page, click on the # for your choice of member. TMLS displays the record for that member.
2. To print this information, click **Print View**. TMLS displays the record in a printable format in a secondary browser window.
3. Choose **Print** from the browser's **File** menu.
4. Specify the printer options.

5. Click **Print**.

6. Close ☒ the browser window to return to the original member record.

Navigating the Member Records

Once you have displayed a record for one member, you can navigate to the records for all other members in your search results:

Next	View next member record
Prev	View previous member record
First	View first member record
Last	View last member record

View or print this information as required. Click Return to Results to return to the member search results list.

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

Board Calendar

Board-specific events are featured on the Board Calendar, available to members for viewing only. The calendar for your board displays; however, calendars for other boards are available to you. Click on underlined calendar entries for event details.

Using Board Calendar

Navigating the Board Calendar

- Select the **Info Centre** tab at the top of any TMLS page. At **Info Centre Options**, click **Board Calendar**. TMLS displays the current Month view. Today's date is highlighted for easy identification.
- To view a different month within the same year, click on the month at the top of the calendar.
- To view a month in the previous or next year, click on the month at the top of the calendar, then click on the year.
- To view additional details for an event (when available), click on its *underlined* description in the calendar. Click **Close** (or ✕) to return to the calendar.

To Print the Board Calendar

1. Click **Print View**. TMLS displays the Board Calendar in a printable format in a secondary browser window.
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 Board Calendar.

Access Calendars for Other Boards

1. Select the **Info Centre** tab at the top of any TMLS page. At **Info Centre Options**, click **Board Calendar**. TMLS displays the current Month view for the board you're a member of.
2. At the drop-down list at the top left corner of the page, select the board whose calendar you want to view.

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

Accessing the News

Headlines for top news stories, both general and board-specific, are featured at Info Centre. By default the news headlines appropriate for your board display. You can, however, choose to view the headlines specific to other boards.

To Access Headline News

1. At **Info Centre**, click on any headline featured.
2. TMLS displays the news item in a secondary browser window.
3. Click **Close** or ⊠ to close the browser window and return to Info Centre.
4. Repeat, as desired, for other headlines.

To View Headlines for Other Boards

1. At **Info Centre**, below the Top Story, select a Board. TMLS displays news headlines for that board. Click on any headline.
2. TMLS displays the news item in a secondary browser window.
3. Click **Close** or ⊠ to close the browser window and return to Info Centre.
4. Repeat, as necessary, for other boards.

New Prospect Matches

With Prospect Match, you create a prospect profile for buyers, containing their home-buying requirements. TorontoMLS automatically searches, daily, for new and changed listings matching your clients' criteria. You can have TMLS send email containing new matches - along with a link to listing reports, where the listing can be displayed on a map - to you and your client. (See Managing Prospects.) In addition to email notification, a link to "New Prospect Matches" is posted at the bottom of the Info Centre page.

TMLS provides links to new prospect matches at Info Centre until they are viewed. Once viewed, access a prospect's matches from the Prospect Match menu (at the Contacts tab), using either of the Daily Matches functions. The Daily Matches reports track records as far back as 14 days. (See Viewing and Reporting Matches.)

Using New Prospect Match Alerts

To Access New Prospect Matches from Info Centre

1. At **Info Centre**, click on the **New Prospect Matches** link. TMLS displays a list of matches by prospect, then date (if more than one), with the most recent first.
2. To view a broker full report for any listing, click on its **MLS#**. (See Viewing Listings.) Click **Back** to return to the prospect matches report.

To Print the New Prospect Matches Report

1. Click **Print View**. TMLS displays the report in a printable format in a secondary browser window.
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 report.

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

My Favourites

My Favourites allows you to save a set of your favourite listings. View My Favourites from the link at Info Centre.

- You can save up to twenty-one listings to My Favourites. Listings can be Available or Unavailable.
- Save selected listings from any search or add listings by MLS# at the My Favourites page.
- Delete listings at any time from My Favourites.

Using My Favourites

To save listings to My Favourites from a search, see Saving Listings to My Favourites.

To View My Favourites

1. At **Info Centre** under **My TMLS**, click **My Favourites**. A page displays containing the MLS#s for your favourite listings.
2. Click **Save & Show Listings** to view My Favourites in Search Results List format.

To Add Listings to My Favourites by MLS#

1. At **Info Centre** under **My TMLS**, click **My Favourites**.
2. At the first blank text box, enter the MLS# of the listing you want to save to My Favourites. Repeat for other listings if necessary.
3. Click **Save & Show Listings**.

To Edit an MLS# at My Favourites

1. At **Info Centre** under **My TMLS**, click **My Favourites**.
2. Edit the MLS# that you want to change.
3. Click **Save & Show Listings**.

To Delete Listings from My Favourites

1. At **Info Centre** under **My TMLS**, click **My Favourites**.
2. Clear the MLS# for any listing you want to remove from My Favourites.
3. Click **Clear Selected Listings**.
4. **At the confirmation prompt, click OK.**
5. Click **Save & Show Listings**.