Toronto Board of Realtors

How to Use

TorontoMLS

Table of Contents

Getting Started

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 ![X]) 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 righcorner of any TMLS page, click **Log Of**.
2. If at this point you want to close the browser window, it is safe to click the browser close button ![X].

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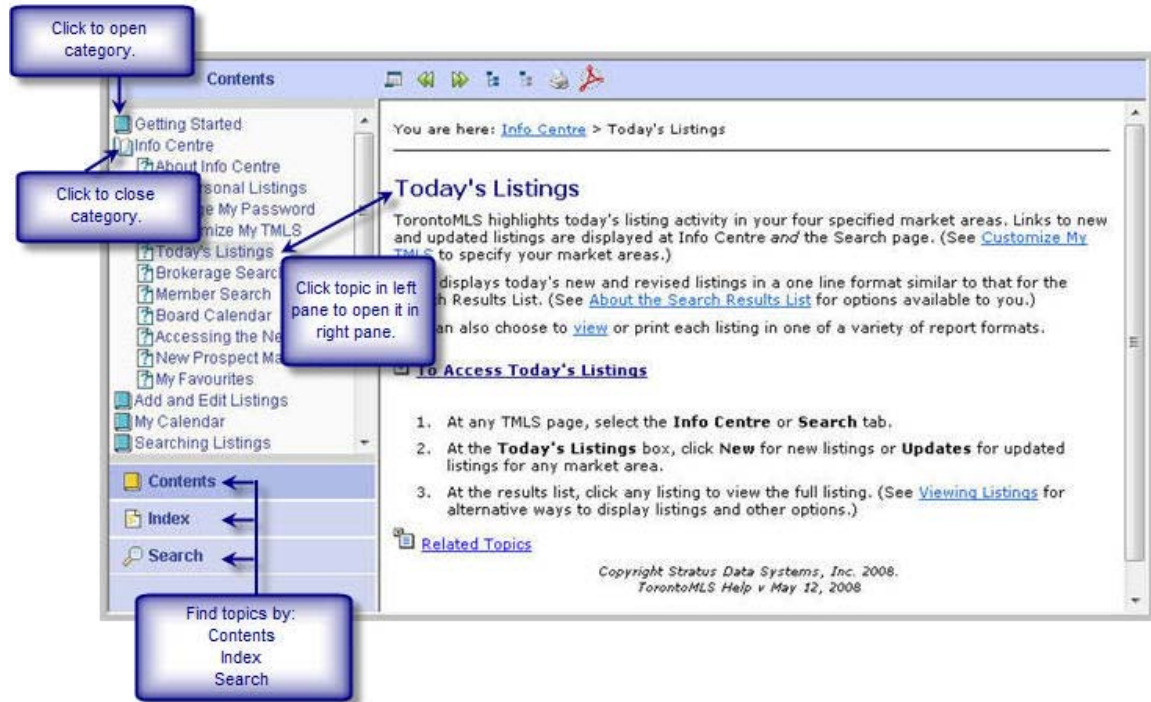
At the bottom left side of any Help window, notice three accordion-style buttons:

- **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:
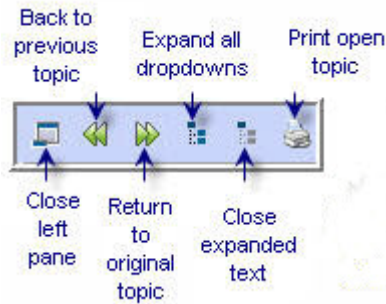
Links in Help Topics

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:
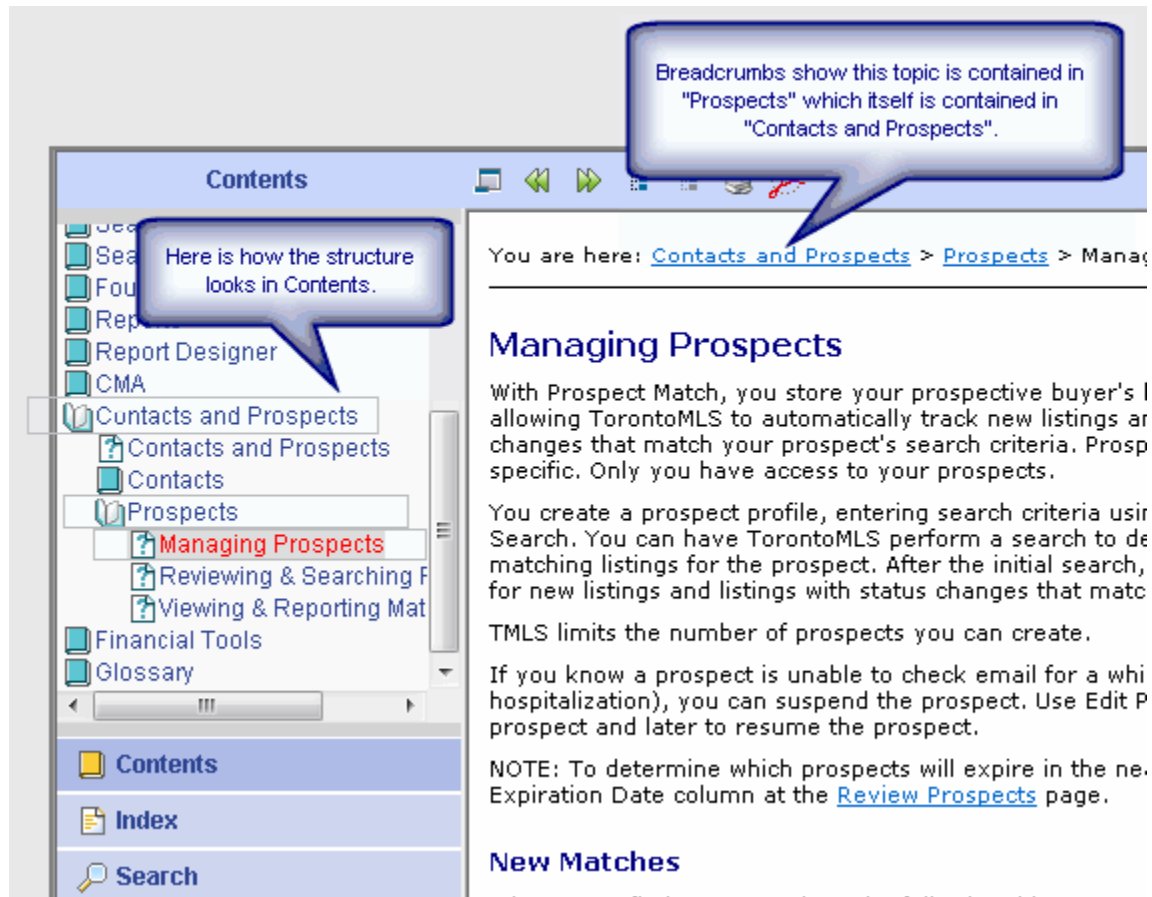
Using Help

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.

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 <u>Saving Listings to My Favourites</u>.

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**.

Add and Edit Listings

About Add/Edit

To add and maintain listings at the Add/Edit tab, you must be assigned Add/Edit privileges for your brokerage. See your broker of record or manager for more information.

NOTE: For training sessions, to avoid adding or changing actual listings, select the "Training Mode" check box at Customize My TMLS.

Adding Listings

Add listings of any class at Add Listing. If you can't complete the entire listing in one session, save it as a listing worksheet (see Edit Worksheet). Once you complete the worksheet, submit it as a listing in order to make it available to MLS members.

When adding a listing you can upload photos, purchase a real estate new ad, and/or order a virtual tour at that time, or return to Add/Edit anytime to upload photos or purchase ads and tours.

Editing

If the listing is still in worksheet form, make additions and changes at Edit Worksheet. Once you complete a worksheet and submit the listing, make changes at Edit Listing. Use Edit Listing to perform Price Changes and Extensions.

Editing a Listing's Map Location

Once a listing is submitted, if its mapped location is improperly set (or not set at all), you can mark its correct location on the provided map. Once you have set the marker at the correct location, CTRL-Click to set the new location. If the marker was not previously mapped, CTRL-Click to set its marker where needed.

Changing Listing Status

Change the status of a previously-added listing at Status Change. Use the Status Change option to enter Sold Conditional, Sold, Leased, New (for available Sold Conditional listings), Deal Fell Through, Back on Market, Terminated, or Suspended. (Make all other changes—including Price Changes and Extensions—through Edit Listing.)

Cloning Listings

If a property was previously listed, it can be cloned. (See Clone Existing Listing.) TorontoMLS creates a worksheet using much of the original listing's data (some fields, like List Price, are not cloned because they are unique for each listing). Review the cloned information, revise text in any field, and add new data.

Uploading Photos

Use Upload Photos to upload (from your PC) and store photos for existing listings.

Adding Faxed Attachments to Listings

You can attach a variety of faxed documents to an available listing (e.g., Floor Plans, Feature Sheets). See Attach Faxed Document to Listing to create cover pages specific to the listing and type of document you want to attach.

Adding Uploaded Attachments to Listings

You can upload a PDF, JPG, GIF, and Microsoft Word Documents (DOC or DOCX) to attach to an available listing. See Attach Uploaded Document to Listing.

Ordering Virtual Tours

Use Virtual Tour to order a virtual tour for an existing listing.

Add Listing

Use Add Listing to add listings of any class, for sale or for lease. Enter values, at the tabbed data entry pages (see below), for each field in turn. Save a partially completed listing in Worksheet form (click Save Worksheet) to complete later; when complete, click Submit Listing to make the listing available to MLS members.

NOTE: Page names (tabs) and field names vary by class.

The Listing Worksheet

Because it is not always practical to enter all listing data in a single session, TorontoMLS creates a "worksheet" for each new listing. Using Edit Worksheet, you can add data to this worksheet over a number of sessions. Submit the listing when the worksheet is complete. TMLS assigns an MLS# and adds the listing to the MLS database.

NOTE: The worksheet is a temporary document, available only to the user who creates it. Worksheets remain active for thirty days and are purged after that time. *Even if you create the listing worksheet for another salesperson's listings, only you can update it.* Once you complete the worksheet and save it as a listing, any user with the appropriate Add/Edit privileges can edit it.

When you start a new listing, TorontoMLS assigns a worksheet number and displays it at the bottom left corner of each Add Listing page. As you work, TorontoMLS periodically auto-saves the worksheet. **You must save the worksheet at the end of your work session** to ensure that data entered after the last auto-save is included.

You can print the worksheet at any time.

Finalize Services

When the worksheet is accurate and complete, submit the listing. (See Finalizing the Listing for photo, virtual tour, real estate news ads, and printing instructions.)

Data Entry and Navigation

The Add Listing pages match the order of input fields in the Listing Contract. Enter a value for each field on the page. For example, for the field "List Price", the value might be "350000".

Move from page to page by clicking the Prev and Next buttons, or click the folder tabs at the top of the Add Listing page. You can use the mouse to select the page you want to work on, and then click to select fields where you want to make an entry; however, it is faster to move sequentially from field to field with the Tab key.

If you cannot see the entire page (including navigation buttons) without scrolling, press the F11 key. TMLS compresses your browser's toolbar, allowing the entire Add page to display. Once you complete your listing, press F11 to return your browser to its original format with expanded toolbars.

Keyboard Entry:	
Tab	Move to next sequential field.
F11	Compress browser toolbar for increased screen display (press F11 again to restore the browser toolbar).

Click the Reset button if you need to restore all fields to the last-loaded defaults.

Using Add Listing

To Add a Listing

NOTE: TMLS displays the worksheet number at the bottom left corner of each page.

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Add Listing**.
3. Select a **Property Class**.
4. At **Select One From the Following**, click **For Sale** or **For Lease** (Note: if it is a Commercial listing you can click **For Sub-Lease**.)
5. Click **Continue**. (You may experience a delay before the screen refreshes with the Add Listing form.)
6. At the first worksheet page, you must choose an **Area**, a **Municipality**, and (if available) a **Community**. (Note: In certain Areas, a selection of Community is required. The system will prompt accordingly.)
7. Enter or select text at the remaining fields on the on the first worksheet page, then click the next tab at the top of the page (or click **Next**) to proceed. Continue to enter data at each worksheet page.
8. If the worksheet is incomplete and you need to finish it later, click **Save Worksheet**. At the confirmation prompt, click **OK**. (See Edit Worksheet when ready to resume.)
9. When the worksheet is accurate and complete, click **Submit Listing**. (See Finalizing the Listing for photo, virtual tour, real estate

   When the worksheet is accurate and complete, click news ads, and printing instructions.

To Print a Worksheet

1. At the worksheet, click **Print Worksheet**. TMLS displays your worksheet 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 worksheet.

Popup Help for Data Fields

Click on any field label (e.g., Holdover Days, CAC) for a popup explanation of the field and to display information about what kind of response you should enter (e.g., a number or text; Y for yes, N for no).

Click OK to close popup help.

Required Fields

TMLS indicates required fields with a blue asterisk (*).

If you attempt Submit Listing without entering responses at all required fields, TMLS displays a message for the first empty required field, flagging it in red. If this occurs, enter a response at the flagged field, then resubmit the listing. If additional fields require data, TMLS flags each. Continue adding data and submitting the listing until it is accepted.

Required fields may be dynamic, based on your entry at other fields. For example, if you enter Lot Front and Lot Depth, then Lot Size Code is required. (Occasionally, when saving, TMLS prompts for fields that were *not* marked Required in previous pages. This occurs if a value entered at a later page triggers a required response at an earlier page.)

Required fields vary by class. For Commercial listings, the Type field at the Details tab (specifying Farm, Industrial, Office, etc.) determines most of the listing's required fields.

NOTE: Street Abbreviation is a required field. If the street has no abbreviation, select "N/A" from the drop-down list.

Pre-Filled Data Fields

Once you enter Area, Municipality, Community, Street #, Street Name, and Street Abbreviation, TMLS attempts to locate the property in the Street Dictionary. If a match is found, the system pre-fills fields like Postal Code, Map #, Map Column, and Map Row.

Lookup Data Fields

Both Street Name and Listing Brokerage offer too many choices for display in a drop-down list. These fields allow you to look up a subset of options, based on starting characters. TMLS fills the list with options that match the starting character(s) you type.

Street Name

Either type the entire street name (if you know its spelling) in the "Or Type" text box at the right margin;

or perform a lookup as follows:

1. At "Starts w/", type the starting characters, then press Tab.
2. At "Select", choose a street name from the resulting matches in the drop-down list.

Listing Brokerage

1. At the left-hand text box, type the starting characters, then press Tab.
2. Choose a Brokerage from the resulting matches in the drop-down list.

NOTE: If, in a lookup, you click directly on a drop-down arrow, instead of tabbing to the field first, you will need to click the drop-down arrow twice.

Data Entry Errors

When possible, TMLS prevents incorrect data entry. For example, at price fields you cannot enter a non-numeric character. TMLS rejects dollar signs and commas—automatically deleting the character as you type it.

At other fields, TMLS flags errors when you Tab or click away from a field (for example, you enter an Expiry Date earlier than the Contract Date.) TMLS indicates incorrect entries with a red label, requiring that you change the response before proceeding.

Entering Dates

You can enter dates in the following formats:

Date Format	Meaning
1/30/2006 or 1/30/06	January 30, 2006
1/30	assumes current year
T	Today's date *displays when you Tab to next field*
T+n	n = **any number of days.** For example, if $n = 1$, tomorrow's date displays *when you Tab to the next field*
T-n	n = **any number of days.** For example, if $n = 1$, yesterday's date displays *when you Tab to the next field*

Multiple Features Data Fields

Some fields, like Property Features, Area Influences, and Other Structures at the Exterior tab; allow selection of more than one feature. Select as many features as allowed (usually two). If you select too many, the system alerts you when you tab away from the field.

CTRL+click each feature to select more than one. (See Choosing Items in a List Box for more information.)

Responsive Data Fields

TMLS sometimes presents new input fields in response to your entry at an earlier field.

Dependent Data Fields

Some fields are dependent on your entry at another field. For example, if you select an Area, TMLS offers only valid Municipalities for that Area, and valid Communities for that Municipality.

Saving Your Work

TMLS auto-saves your worksheet (once every minute) as you prepare it. However, you **must** click Save Worksheet (or Submit Listing) to save your entries when you end your session to ensure that TMLS stores all data, including information entered after the last auto-save.

If you click Reset to clear entries (setting the values back to their loaded defaults) be sure to click Save Worksheet to store the reset.

When your worksheet is complete, click Submit Listing to add the listing to the MLS database. (See Finalizing the Listing for photo, virtual tour, real estate news ads, and print view options.)

Edit Worksheet

Use Edit Worksheet to add information to a worksheet at any time, or to change data you added to the worksheet previously. If, after making changes, the worksheet is still incomplete, save it again as a worksheet, to finish later. (For data entry help, see <u>Data Entry</u> in the Add Listing topic.)

- Click Save Worksheet as often as required for later completion.
- Click Print Worksheet at any time to display a printable version of the worksheet.
- Click Submit Listing only when your entries are complete. When you submit a listing, TMLS assigns an MLS#, and adds the listing to the database.

If you attempt Submit Listing without entering responses at all required fields, TMLS displays a message for the first empty required field, flagging it in red. If this occurs, enter a response at the flagged field, then resubmit the listing. If additional fields require data, TMLS flags each. Continue adding data and submitting the listing until it is accepted.

Using Edit Worksheet

To Edit a Worksheet

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Edit Worksheet**.
3. Select the worksheet you want to edit, then click **Continue**.
4. Click on any worksheet tab, then add or change the response at any field. Repeat as required.
5. If the worksheet is incomplete and you need to add information to it later, click **Save Worksheet**. TMLS confirms that the worksheet is saved. Click **OK**.

   When the worksheet is accurate and complete, click **Submit Listing**. (See <u>Finalizing the Listing</u> for photo, virtual tour, real estate news ads, and printing instructions.)

To Print a Worksheet

1. At the worksheet, click **Print Worksheet**. TMLS displays your worksheet 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 worksheet.

To Delete a Worksheet

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Edit Worksheet**.
3. Select the worksheet you want to delete, then click **Delete**.
4. Click **OK** to confirm deletion.

Popup Help for Data Fields

Click on any field label (e.g., Holdover Days, CAC) for a popup explanation of the field and to display information about what kind of response you should enter (e.g., a number or text; Y for yes, N for no).

Click OK to close popup help.

Edit Listing

Use Edit Listing to make corrections or update remarks in a listing. TorontoMLS tracks your changes in [History](#). (For data entry help, see [Data Entry](#) in the Add Listing topic.)

Use Edit Listing to:

- make a Price Change or Extension;
- modify Remarks or add an Open House; or
- change the listing's property characteristics (e.g., Basement features, Room descriptions).

Instead of Edit Listing, use Status Change to change status to: Sold Conditional, Sold, Leased, New (for available Sold Conditional listings), Deal Fell Through, Back on Market, Terminated, or Suspended.

You can also edit a listing at its "full" listing reports.

Non-Editable Fields

MLS rules prevent the editing of some fields (such as Contract Date and Listing Brokerage).

Using Edit Listing

To Edit a Listing

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Edit Listing**.
3. At **MLS #**, enter the MLS# of the listing you want to edit, then click **Continue**.
4. TMLS displays identifying information for the listing. If this is the correct listing to edit, click **Continue** to display the listing.
5. TMLS displays the listing. Click on any tab, then add or edit data in any field. Repeat as required.
6. Click **Submit Listing**.

   (See [Finalizing the Listing](#) for photo, virtual tour, real estate news ads, and printing instructions.)

Popup Help for Data Fields

Click on any field label (e.g., Holdover Days, CAC) for a popup explanation of the field and to display information about what kind of response you should enter (e.g., a number or text; Y for yes, N for no).

Click OK to close popup help.

Edit a Listing's Map Location

Use Edit a Listing's Map Location to change - or set for the first time - a listing's map location, using the interactive map provided. You can relocate or set the map location for any listing for which you have edit permission.

There are two ways to relocate (or set) a marker:

- To locate the marker by address, type an address and then click "Locate"
- To locate the marker by mouse, move the mouse to the correct location. At the correct position, hold down the Control key and click the mouse. The marker appears at the new location. Repeat to nudge the location as needed.

To Edit or Set a Listing's Map Location

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit options**, click **Edit Listing's Map Location**.
3. Enter the appropriate MLS#. Click **Continue**.
4. At the map provided at the **Edit Listing's Map Location** page, note the listing information and address at the bottom of the page.
5. You can move (pan) the map by holding down the left mouse button and dragging as needed; to zoom in, double-click the mouse.
6. To locate the marker by address, type an address and then click **Locate**. To locate the marker by mouse, move the mouse to the correct location. At the correct position, hold down the Control key and click the mouse. The marker appears at the new location; to nudge the marker to the correct location, repeat as needed.

7. Click **Save** to save the new location, **Cancel** to return to the Add/Edit menu, or **Reset** to restore the listing's previously-set map location.
8. Once you click **Save**, a confirmation message displays noting that the change will be visible throughout the system after several minutes.

Status Change

Use Status Change to change a listing's contract status. TorontoMLS tracks status changes in History. Use Status Change for:

- Sold Conditional
- Sold
- Leased
- New (for available Sold Conditional listings)
- Deal Fell Through
- Back on Market
- Terminated
- Suspended

Make all other changes, including Price Changes and Extensions, through Edit Listing.

NOTE: You may not enter a future date for Sold and Leased status changes.

NOTE: Terminations may be made in your office by the Broker of Record, Manager, or Office Administrator only. The Termination/Cancellation form, signed by the Seller and Broker of Record/Manager must be kept on file. Otherwise, the Termination/Cancellation form may be faxed into the MLS Department at TREB for processing.

Using Status Change

To Perform a Status Change

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Status Change**.
3. At **MLS #**, enter the MLS# of the existing listing, then click **Continue**.
4. Review displayed information to ensure that the correct property displays. Select the new **Status** from the drop-down list, then click **Continue**.
5. Enter information at all required fields marked ✲.
6. Click **Submit Listing**.
7. Click **Complete** at the confirmation page.

Popup Help for Data Fields

Click on any field label (e.g., Escape Clause) for a popup explanation of the field and to display information about what kind of value you should enter (e.g., a number or text; Y for yes, N for no).

Click OK to close popup help.

Clone Existing Listing

If a property was previously listed, it can be cloned. Both available and unavailable listings can be cloned.

TorontoMLS copies information from the existing listing to the new listing's worksheet. Carefully review all copied fields, changing information when appropriate. TorontoMLS does not copy listing-specific fields (like List Price, Contract Date, Expiry Date, Listing Brokerage, and Salesperson).

To Clone a Listing

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Clone Existing Listing**.
3. At **MLS #**, enter the MLS# of the existing listing, then click **Continue**.
4. TMLS creates a new worksheet with data filled from the existing listing. Review entries on all pages and make required changes.
5. Examine empty fields and enter data where necessary.
6. If the worksheet is incomplete and you need to add information to it in the future, click **Save Worksheet**. Click **OK**. (See Edit Worksheet when ready to resume.)

   If the worksheet is accurate and complete, click **Submit Listing**. (See Finalizing the Listing for photo, virtual tour, real estate news ads, and printing instructions.)

Upload Photos

Use Upload Photos to upload (from your PC) and store photos for existing listings.

Upload photos in .jpg format, with a maximum resolution of 640 x 480. TorontoMLS proportionally resizes the photo to 454 x 302 pixels. Although not required, for the highest quality, you may want to upload a photo with these specific dimensions.

When you save the photo, the system assigns a filename using the MLS# followed by the filename extension ".jpg" (for example, `mk4400.jpg`).

Multiple Photos for One Listing

You can upload up to nine photos for a single listing.

When saved, TMLS names the first (primary) photo with the MLS# followed by the filename extension ".jpg". Additional photo filenames are appended with the appropriate position number. For example, for listing MK4400, the system saves the primary photo as `mk4400.jpg`. The photo for position 2 is named `MK4400_2.jpg`, and so forth.

- 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. On the multiple photo page, click on any photo to enlarge it.
- When printed, the currently-viewed photo prints with the listing report.
- When published in the MLS books, only the primary photo displays.
- Note: additional photos added to a listing are no longer viewable 90 after the listing becomes Unavailable.

Using Upload Photos

The photo viewer (top left panel)	Displays the saved photo associated with the current position (1-9). NOTE: If you open a photo for position *n*, then navigate to another photo position without saving the photo, the photo for position *n* no longer displays when you navigate back.
Description	Enter the name of the room featured in the photo.
Filename	Enter the full path and file name (or click Browse to navigate to and select a file) of the photo you wish to upload.
Browse	Navigate to, and select, a file to upload.
Clear	Clear Comments and Filename fields.
Previous/Next	Navigate to next or previous photo position.
Delete Photo	Delete the photo in the current position.

Save Photo	Save the photo in the current position.
Pictures (top right panel)	As you upload a photo for each photo position (up to 9) it displays in the Pictures panel. Click any picture to view its properties.
Picture Properties (MLS#, Status, Comment)	**Status:** *Primary:* the listing's primary photo (for publishing) *On Server:* photo stored successfully *Blank (no status displays):* photo not stored
Complete	Completes photo upload, returns to Add/Edit menu.

To Upload Photos

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Upload Photos**.
3. At **MLS #**, enter the MLS# of the listing for which you want to upload photo(s), then click **Continue**.
4. TMLS displays the primary photo for the listing in the top left panel, if one exists. If photos are stored for this listing, click **Next** to navigate to the next available photo position (that is, if 5 photos currently exist, click Next until you see the blank panel labeled Photo Number: 6).
5. Click **Browse** and then locate the photo by filename. When the correct path and filename displays, click **Open**. The photo displays in the photo viewer.
6. At **Description**, if desired, type text to display (in the listing report) when a user moves the mouse over the photo.
7. Click **Save Photo** to save the photo.
8. If uploading another photo, click **Next** to move to the next position. Click **Clear** to remove description and filename. Then repeat steps 5-7.
9. Click **Complete** to return to the Add/Edit menu.

To Delete Photos

1. Select the **Add/Edit** tab at the top of any TMLS page.
2. At **Add/Edit Options**, click **Upload Photos**.
3. At **MLS #**, enter the MLS# of the listing for which you want to upload photo(s), then click **Continue**.
4. TMLS displays the primary photo for the listing in the top left panel, if one exists. If necessary, click **Next** to navigate to the photo you want to delete.
5. Click **Delete Photo**.
6. At the confirmation prompt, click **OK**.

   The deleted photo is removed from its position in the Pictures panel in the top right corner. The large left-side photo continues to display, in spite of the deletion, until you navigate away from the photo.

Document Attachments

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

TMLS provides two ways to attach documents to your listings:

- **Document Attachment (Upload)**: You can upload a document file from your computer for attachment to any of your available listings. Acceptable file types for upload include PDF, JPG, GIF, and Microsoft Word Documents (DOC or DOCX). The maximum size for each document is 750 KB.
- **Document Attachment (Fax):** You can fax documents to TMLS for attachment to any one of your available listings. Use the Document Attachment (Fax) option to print customized fax cover pages specific to your listing. Each cover page contains a bar code identifying the MLS# and the category of the accompanying document(s). A separate cover page is required for each document category. After printing the cover page(s) follow the instructions on the page.

When documents are attached to a listing a View Attachments button displays at the Broker Full listing report. You can view, print, and email the attachments.

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.

Finalizing the Listing

When you submit a listing, TorontoMLS displays the Photos page where you must select a photo option. Finalize services also include Virtual Tours, Real Estate News ads, and Print View. Use the tabs or navigation buttons (Next, Previous) to move from one option to another.

Finalize services include:

- Photos: Select one of: No photo for this listing (new listings only), Use current photo (edited listings only), Use photo from photo library, Photographer take new photo, Upload your own photo, or Mail in photo.
- Virtual Tours: Order a virtual tour from your choice of supplier.
- Print View: Obtain a print view of the listing.

Finalize - Photos

Photos is one of the optional services offered at the end of Add/Edit Listings. At the Photos page, select an option for supplying the listing photo. You may provide a primary photo and up to eight additional photos for the listing.

Use current photo: Select this option if a photo was previously supplied for the existing listing. Available for edited listings only.

To Use the Current Photo

1. At the Photo page, select **Use current photo**.
2. Then click **Next** to continue to the next option (Virtual Tours);

   Or click on a tab to proceed to any "finalize" option (Virtual Tours, Real Estate News, Print View);

   Or click **Finish** to complete the listing, then click **OK** at the confirmation prompt.

No photo for this listing: Select this option if the property does not yet have a photo. Available for new listings only.

To Submit the Listing Without a Photo

1. Select **No photo for this listing**.
2. Then click **Next** to continue to the next option (Virtual Tours);

   Or click on a tab to proceed to any "finalize" option (Virtual Tours, Real Estate News, Print View);

   Or click **Finish** to complete the listing, then click **OK** at the confirmation prompt.

Use photo from photo library: Select this option to use the photo associated with this property in the photo library.

To Use a Photo from the Photo Library

1. Select **Use photo from photo library**.
2. Then click **Next** to continue to the next option (Virtual Tours);

   Or click on a tab to proceed to any "finalize" option (Virtual Tours, Real Estate News, Print View);

   Or click **Finish** to complete the listing, then click **OK** at the confirmation prompt.

Photographer take new photo: Select this option if you want the MLS photographer to take a new photo of the listing.

To Request a New Photo

1. Select **Photographer take new photo**. The order form displays.
2. At **Enter Photographer Directions**, enter any specific instructions you want the photographer to have.
3. At **Qty**, type the number of prints you want next to any selection.
4. Then click **Next** to continue to the next option (Virtual Tours);

   Or click on a tab to proceed to any "finalize" option (Virtual Tours, Real Estate News, Print View);

   Or click **Finish** to complete the listing, then click **OK** at the confirmation prompt.

Upload your own photo: Select this option if you have one or more photographs in .jpg format on your PC and want to upload them to the MLS computer.

To Upload Your Own Photo

- See [Finalize-Upload Photos](#) for instructions.

Mail in photo: Select this option if you want to mail a photo to the MLS. NOTE: Follow specifications and mailing instructions provided by the MLS for mailed-in photos.

To Select Mail in a Photo

1. Select **Mail in photo**.
2. Then click **Next** to continue to the next option (Virtual Tours);

   Or click on a tab to proceed to any "finalize" option (Virtual Tours, Real Estate News, Print View);

   Or click **Finish** to complete the listing, then click **OK** at the confirmation prompt.

Finalize - Virtual Tours

Virtual Tours is one of the optional services offered at the end of Add/Edit Listings. At the Virtual Tour page, select the virtual tour supplier you prefer.

To Order a Virtual Tour

1. At the Virtual Tours page, click the Virtual Tour button for your preferred supplier.
2. Follow the supplier's on-screen instructions to complete the order.
3. When the order is complete, close ☒ the secondary window to return to the finalize options.
4. Click **Next** to continue to the next option (Real Estate News);

   Or click on a tab to proceed to any "finalize" option (Photos, Real Estate News, Print View);

   Or click **Finish** to complete the listing then click **OK** at the confirmation prompt.

Finalize - Print View

Print View is one of the options offered at the end of Add/Edit Listings. At the Print View page, click the Print View button to obtain a printable version of the listing report.

To Print the Listing

1. At the Print View page, click **Print View**.
2. TMLS displays the 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 finalize options.
7. If your selection of options is complete, click **Finish**. At the confirmation prompt, click **OK** to return to the Add/Edit menu.

My Calendar

About My Calendar

My Calendar provides a convenient format for tracking important events, meetings, and appointments. In addition to offering you the opportunity to *enter* upcoming events, My Calendar is linked to Contacts, and all the activities you enter at each contact record display on your calendar. Track *all* aspects of your schedule, with no duplication of effort, at My Calendar.

- Entries can be date-specific, periodic, or occurring over a specified duration. You can add, revise, and delete entries and print Day or Month calendar views.

- Customize your agenda by choosing colors for text and backgrounds. Use borders to highlight events. Create pop-ups for event details and add links to associated Web sites. (An underlined event title indicates it has associated details or it is linked to a Web site. Click on the title to reveal details or go to the Web page.)

- Activities entered in a TorontoMLS Contact record are automatically flagged on your calendar. At Month view, activities display with a distinctive yellow background and grey border. Click on the title to display key information about the contact and activity; click on the name to view (and print) the contact record.

- Open Houses in your market areas are automatically flagged on your calendar if you've chosen this option at Customize My TMLS. At Month view, open houses display with a distinctive blue background and grey border. Click Open House to display key information about the event; click on the MLS# to view the listing report.

My Calendar has three key elements; Month view, Day view, and Event Maintenance view.

Using My Calendar

To Open My Calendar

- At **Info Centre** under **My TMLS**, click **My Calendar**. My Calendar opens in Month view, with today's date highlighted.

Month Calendar View

My Calendar opens in Month view, with today's date highlighted. All scheduled events for the month display on the calendar. (For an overview of Calendar functions, see About My Calendar.)

You can:

- Click on any underlined event title for additional details or to link to a related Web page
- Navigate to any other Month
- Print any Month

Using Month View

To Display Month View

- At **Info Centre** under **My TMLS**, click **My Calendar**. TMLS displays the current Month and highlights today's date for easy identification.
- At Day view, choose **Month View** from the drop-down list at the heading bar.
- At Event Maintenance view and all associated summary pages; choose **Month View**, then click **View Calendar**.

Navigating in Month View

- 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.

Changing to Day View

- Click on any date, to access its Day view.
- From the drop-down list (next to your name in the header line), choose **Day View** for today's Day view.

Day Calendar View

Day view provides a summary of the events scheduled for any day. (For an overview of Calendar functions, see About My Calendar.)

From Day view you can:

- View a summary of the day's scheduled events (including details and linked Web site URLs), contact activities, and open houses (if this option is selected)
- Add an event: daily, duration, or periodic
- Edit an event
- Delete an event
- Print the Day view for any date

CAUTION: From Day view you can edit (and delete) periodic and duration events. Note, however, that *every occurrence* of the event is changed or deleted.

NOTE: Use the Contacts tab to add, edit, or delete a contact activity at My Calendar. (See Managing Contacts.)

Using Day View

To Display Day View

- At Month view, click on a date; or choose **Day View** from the drop-down list at the heading bar for today's Day view.
- At Event Maintenance view or any of its associated summary pages, choose **Day View**, then click **View Calendar**.

To Change to a Different Day

- At the displayed date, click **Prev** or **Next** to navigate to the previous or next day.
- Click on any date at the small monthly calendars on the left side of the page. If necessary, click **Prev** or **Next** to navigate to other months.
- At **Go To Date**, enter a date (in standard form, e.g., MM/DD/YY, or enter a short-cut: T, for today; T+*number,* for today plus a number of days; or T-*number,* for today minus a number of days). Then click **Go To Date.**

To Add an Event

1. In Day Calendar view, at **Add an Event**, choose **Daily** (for an event on the day), **Duration** (for an event spanning several days, or more), or **Periodic** (for a repetitive event) from the drop-down list.
2. Click **Add an Event**. TMLS displays the appropriate data entry page.
3. Enter details for the event (see the corresponding topic for entering daily, duration, or periodic events).
4. Click **Save**.

To Edit an Event

1. In Day Calendar view, at the listing of the event you want to revise, click **Edit**. TMLS displays the appropriate edit page.
2. Revise text and/or options as required (see the corresponding topic for entering daily, duration, or periodic events).
3. Click **Save**.

To Delete an Event

1. In Day Calendar view, at the listing of the event you want to delete, click **Edit**. TMLS displays the appropriate edit page.
2. Click **Delete**. Click **OK** to confirm deletion.

To Change to Month View

- At Day view's heading, choose **Month View** from the drop-down list.

Event Maintenance View

Event Maintenance displays all daily, duration, and periodic events affecting a specific date. (Contact activities and open houses do not display in this view.) Event Maintenance view is identified by the title, "Events that affect *day*, *date*". (For an overview of Calendar functions, see About My Calendar.)

At Event Maintenance you can:

- View all daily, duration, and periodic events affecting the date
- Add any event type
- Edit any event type
- Delete any event type

You can also display summaries of *all* your daily, duration, and periodic events for your entire calendar. At the summary views, you can perform the same operations (add, edit, delete) as at Event Maintenance.

NOTE: A periodic event may display in Event Maintenance view on a date for which it is not scheduled. This occurs because the date range for the periodic event spans the date in view.

CAUTION: From Event Maintenance view you can edit and delete periodic and duration events; note, however, that *every occurrence* of the event is changed or deleted.

Using Event Maintenance View

To Display Event Maintenance View

- At Day view, click **Event Maintenance**.
- At any summary page (i.e., ALL Daily Events, ALL Duration Events, or ALL Periodic Events), click **Show Selected Day**.

To Display Summary Pages

- At Event Maintenance view, click **Show all Daily**, **Show all Periodic**, or **Show all Duration**, to display the corresponding summary page. (Click **Show Selected Day**, to return to Event Maintenance view.)

To Change to a Different Day

- For a new day in the same month, click on the date.
- For a day in another month, click on the *previous* or *next* month links to navigate to the appropriate month. Then click on the date.

To Add an Event

1. At the event type (Daily, Duration, or Periodic), click **Add An Event**. TMLS displays the appropriate data entry page.
2. Enter details for the event (see the corresponding topic for entering daily, duration, or periodic events).
3. Click **Save**.

To Edit an Event

1. At the event listing, click **Edit**. TMLS displays the appropriate data entry page.
2. Revise text and/or options as required (see the corresponding topic for entering daily, duration, or periodic events).
3. Click **Save**.

To Delete an Event

- At the event listing, click **Delete**.

Adding Events to My Calendar

You can schedule daily, duration, and periodic events.

Adding Events to My Calendar

1. At **Info Centre** under **My TMLS**, click **My Calendar**.
2. At Month view, navigate to your choice of date.
3. Click on the date. TMLS displays the Day view for that date, with events listed.
4. At **Add an Event**, choose **Daily** (for an event on the day), **Duration** (for an event spanning several days, or more), or **Periodic** (for a repetitive event) from the drop-down list. Click **Add an Event**. TMLS displays the appropriate data entry page.
5. Enter details for the event (see the corresponding topic for entering daily, duration, or periodic events).
6. Click **Save**.

Entering Daily Events

A Daily event is a one time, date specific activity. A meeting with Mrs. Smith from ABC Brokerage, on March 23 at 9 AM, is a Daily event. You can set a start time with or without an end time, or the event can be untimed (i.e., no start or end time).

In Day view you can add a new event to your calendar (see Adding Events to My Calendar). TorontoMLS displays the data entry page specific to the type of event you want to add (Daily, Duration, or Periodic).

Data Entry for a New Daily Calendar Event

Field	Definition
Event Title	Enter a short title for the event. This title displays on the calendar. Additional information can be added at the Event Details field.
Select Colors	Blue text on a white background is the is the default for event titles on your calendar. You can choose other colors for text and background for each entry. Click Select Colors to display the available palette. Background choices are shown on the left and text choices on the right. A "Sample Text" box previews your choices. Click Close, when finished, to return to the data entry page.
Border	Select this check box if you want a grey rectangular border to surround the title of this entry on your calendar display.
Event Details or URL Link	Enter any *details* for the event. This text is stored and displays in a smaller browser window when you click on the event title in Month view. It is also included in Day view.
	As an alternative, you can enter a *URL* (Web site address). Once entered, when you click on the event title in Month view, the Web page displays. The URL is listed in Day view.
	You cannot specify both event details *and* a URL.
Open link in new window	This option is preselected. As such, when you click on a URL-linked event title the Web page opens in a new browser window. Close the window to return to TMLS.
	You can cancel this selection. Note, however, that upon clicking the event title you exit TMLS when the Web page displays. (If at the Web page you determine you want to return to TMLS, click the browser's Back button to restore your session. If you close the browser, you close TMLS; see Starting TorontoMLS and Logging Off.)
Start Time am/pm	Choose the starting time and AM or PM designations from the drop-down lists. This time displays in Month and Day views and is used to sort events in chronological order.
End Time am/pm	Choose the ending time and AM or PM designations from the drop-down lists. This time displays in Month and Day views.

Event Date	TMLS displays the date of the Day view (or Event Maintenance view). The date can be changed. Choose month, day, and year from the drop-down lists.
Save	Click Save to add this entry to your calendar.
Reset	Click Reset to return all fields to their former value.
(Delete)	Available at Edit page only. Click to Delete this event.
Cancel	Click Cancel to clear the fields of entered data and return to the previous page.

Entering Duration Events

A Duration event is one which occurs over a continuous date range. A conference scheduled from November 4 through 7 is a duration event. The event can be timed (having a start time with or without an end time) or untimed (no start or end time). Start and end times are *daily* times, and display at each date of the event.

In Day view you can add a new event to your calendar (see Adding Events to My Calendar). TorontoMLS displays the data entry page specific to the type of event you want to add (Daily, Duration, or Periodic).

Data Entry for a New Duration Calendar Event

Field	Definition
Event Title	Enter a short title for the event. This title displays on the calendar at each day of the event duration. Additional information can be added at the Event Details field.
Select Colors	Blue text on a white background is the default for event titles on your calendar. You can choose other colors for text and background for each entry. Click Select Colors to display the available palette. Background choices are shown on the left and text choices on the right. A "Sample Text" box previews your choices. Click Close, when finished, to return to the data entry page.
Border	Select this check box if you want a grey rectangular border to surround the title of this entry on your calendar display.
Event Details or URL Link	Enter any *details* for the event. This text is stored and displays in a smaller browser window when you click on the event title in Month view. It is also included in Day view.
	As an alternative, you can enter a *URL* (Web site address). Once entered, when you click on the event title in Month view, the Web page displays. The URL is listed in Day view.
	You cannot specify both event details *and* a URL.
Open link in new window	This option is preselected. As such, when you click on a URL-linked event title the Web page opens in a new browser window. Close the window to return to TMLS.
	You can cancel this selection. Note, however, that upon clicking the event title you exit TMLS when the Web page displays. (If at the Web page you determine you want to return to TMLS, click the browser's Back button to restore your session. If you close the browser, you close TMLS; see Starting TorontoMLS and Logging Off.)
Start Time am/pm	Choose the starting time and AM or PM designations from the drop-down lists. This is the *daily* start time and is displayed at each date of the event. This time displays in Month and Day views and is used to sort events in chronological order.

End Time am/pm	Choose the ending time and AM or PM designations from the drop-down lists. This is the *daily* end time and is displayed at each date of the event. This time displays in Month and Day views.
Starting Date	Choose month, day, and year from the drop-down lists for the starting date of the event.
Ending Date	Choose month, day, and year from the drop-down lists for the ending date of the event.
Skip Weekends	Select this option if the event does not occur on the weekend. (E.g., a conference may run Thursday through Tuesday; however, no meetings are scheduled on Saturday or Sunday.)
Save	Click Save to add this entry to your calendar.
Reset	Click Reset to return all fields to their former value.
(Delete)	Available at Edit page only. Click to Delete this event.
Cancel	Click Cancel to clear the fields of entered data and return to the previous page.

Entering Periodic Events

A Periodic event is one which repeats. You may need to prepare a status report on the 1st day of each month, or go to a class every Tuesday, Wednesday, and Thursday for a few weeks. These are periodic events.

Periodic events require a start date, end date, and repeat definition. The start and end dates identify the *interval* in which the periodic event occurs. The event does not necessarily fall on the start date or the end date. The event can be timed (having a start time with or without an end time) or untimed (no start or end time).

In Day view you can add a new event to your calendar (see Adding Events to My Calendar). TorontoMLS displays the data entry page specific to the type of event you want to add (Daily, Duration, or Periodic).

Data Entry for a New Periodic Calendar Event

Field	Definition
Event Title	Enter a short title for the event. This title displays on the calendar at each day the event occurs. Additional information can be added at the Event Details field.
Select Colors	Blue text on a white background is the default for event titles on your calendar. You can choose other colors for text and background for each entry. Click Select Colors to display the available palette. Background choices are shown on the left and text choices on the right. A "Sample Text" box previews your choices. Click Close, when finished, to return to the data entry page.
Border	Select this check box if you want a grey rectangular border to surround the title of this entry on your calendar display.
Event Details or URL Link	Enter any *details* for the event. This text is stored and displays in a smaller browser window when you click on the event title in Month view. It is also included in Day view.
	As an alternative, you can enter a *URL* (Web site address). Once entered, when you click on the event title in Month view, the Web page displays. The URL is listed in Day view.
	You cannot specify both event details *and* a URL.
Open link in new window	This option is preselected. As such, when you click on a URL-linked event title the Web page opens in a new browser window. Close the window to return to TMLS.
	You can cancel this selection. Note, however, that upon clicking the event title you exit TMLS when the Web page displays. (If at the Web page you determine you want to return to TMLS, click the browser's Back button to restore your session. If you close the browser, you close TMLS; see Starting TorontoMLS and Logging Off.)

Start Time am/pm	Choose the starting time and AM or PM designations from the drop-down lists. This time displays in Month and Day views and is used to sort events in chronological order.
End Time am/pm	Choose the ending time and AM or PM designations from the drop-down lists. This time displays in Month and Day views.
Starting Date	Choose month, day, and year from the drop-down lists for the first date of the interval in which the periodic event occurs. (The event does not necessarily occur on the start date. E.g., "Starting January 1, 2006, all progress reports are due on the 5th of each month".)
Ending Date	Choose month, day, and year from the drop-down lists for the last date of the interval in which the periodic event occurs. (The event does not necessarily occur on the end date.)
How to Repeat:	Choose: *Every Month* (if the event occurs one or more days per month, e.g., an event occurring the 1st and 15th of each month); or E*very Year* (if the event occurs once a year); or R*epeat by Day of Week* (if the event follows a pattern such as occurring every Monday and Wednesday, or every other Thursday, or every first Friday of each month).
Date(s)	When you repeat by Every Month or Every Year: choose the date or dates (1-31) for the event to occur. CTRL+Click to select more than one date. (For repeat every year: the month is set to match that of the Day view or Event Maintenance view date).
Weekend Hits OK	Select this option if the occurrence of the event on a Saturday or Sunday is acceptable.
Weekends to Monday	Select this option to move the event to the following Monday if the date falls on Saturday or Sunday.
Weekends to Friday	Select this option to move the event to the previous Friday if the date falls on Saturday or Sunday.
Split to Friday/Monday	Select this option to move the event to the previous Friday if the date falls on Saturday and to the following Monday if the date falls on Sunday.
Day of Week	When you repeat by day of week: choose the day or days from the drop-down list. CTRL+Click to select more than one day.
Repeat	When you repeat by day of week: choose the repeat pattern from *Day of Week* and *Repeat*. At Day of Week select one or more days from the list. CTRL+Click to select more than one day. At Repeat, choose from the available patterns.
Save	Click Save to add this entry to your calendar.
Reset	Click Reset to return all fields to their former value.

(Delete)	Available at Edit page only. Click to Delete this event.
Cancel	Click Cancel to clear the fields of entered data and return to the previous page.

Editing and Deleting Calendar Entries

You can edit or delete calendar events that *you have entered* at My Calendar; however, contact activities displayed at My Calendar must be changed or deleted at the contact record (see Managing Contacts).

To add or remove Open House entries, see Customize My TMLS.

CAUTION: when you edit or delete a duration or periodic event, *every occurrence* of the event is changed or deleted.

Using Calendar Edit and Delete Functions

To Edit a Calendar Entry

1. At Monthly view, navigate to the date of the event you want to change. Click on the date. TMLS displays the Day view for that date.
2. At the entry you want to revise, click **Edit**.
3. Revise text and/or options as required (see the corresponding topic for entering daily, duration, or periodic events).
4. Click **Save**.

To Delete a Calendar Entry

1. At Monthly view, navigate to the date of the event you want to delete. Click on the date. TMLS displays the Day view for that date.
2. At the entry you want to delete, click **Edit**.
3. At the Edit page, click **Delete**. Click **OK** to confirm deletion.

Printing Calendars

You can print Month and Day views of your calendar.

To Print My Calendar

1. Navigate to the appropriate Month or Day view of My Calendar.
2. Click **Print View**. TMLS displays the calendar in a printable format in a new 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 My Calendar.

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

Searching Listings

About TorontoMLS Searches

Use Search to find listings of any status, in any class, that match the search criteria you choose. Find listings by class, availability, sale or lease. You may also search archived listings.

There are several ways to search listings:

Quick Search: A template search. Choose among commonly-searched fields for each listing class. Enter (or select) search text for any search field displayed.

Flex Search: For users familiar with the names of search fields. Unlimited access to *every* field in the MLS database from a single, alphabetical drop-down list. TMLS displays search criteria as you build it.

Pre-Defined Searches: A short-cut method for searching.

Map Search: A dynamic way to find listings on a map. Identify a location and zoom in for a close-up Road, Aerial, or Birds-eye view. TMLS automatically locates listings, showing more as you zoom or pan to a more precise location.

The Search Process

All TorontoMLS listing searches have three basic components: search criteria, search results, and search reports. (Map searches are unique. See Map Searches for more information.)

- **Search Criteria:** Using one of four listing search types, enter your search criteria. The number of search fields you specify influences the quantity of listings resulting from the search. (See Entering Search Criteria.)

  NOTE: At all Search Criteria pages (including Flex Search) you must select a Location: **Area**, **Municipality**, and optionally a **Community**. Choices for Municipality are dependent on Area.choices for Community are dependent on Municipality. If you select no more than two Municipalities, the Communities for both are merged.

- **Search Results:** TorontoMLS displays all listings that match your search criteria, in table format. You can sort, print, view a street map, view statistics and counts, and more. (See About the Listings Search Results List.)

- **Search Reports:** In your choice of formats, you can view listings displayed in search results; with options to print, e-mail, obtain driving directions and a street map, and more. (See Viewing Listings, E-mailing Listings, and Printing Listings.)

General Notes on TorontoMLS Searches

At the discretion of the MLS, the system limits the number of listings displayed in Search Results in order to avoid Internet performance problems. Be specific in your search criteria to insure that search results do not exceed the maximum.

Use the Count button, before submitting the search, to display the number of listings the search will find.

Use the browser Stop button if you want to stop lengthy searches. The search continues on the server, but no longer displays in the browser window.

NOTE: Due to privacy, policy, and regulatory requirements you cannot search by salesperson. Use "My Personal Listings" at Info Centre to search for listings for which you are a listing or selling salesperson.

Using Search

Selecting a Class

Most searches require that you select a single class of listing: Residential Freehold, Residential Condo & Other, or Commercial. Flex Search, however, allows you to search listings across more than one class.

Selecting Availability

Specify whether your search is for available and/or unavailable listings.

Available: Listings available, for sale or lease.

Unavailable: Listings no longer available, for sale or lease.

Selecting Sale/Lease

Specify whether your search is for properties that are for sale or for lease. You can select any or all options.

Sale: Listings that are for sale.

Lease: Listings that are for lease.

Sub-Lease: Listings that are for sub-lease (Commercial only).

Selecting Archived Listings

In a limited number of search combinations, you can specify whether your search is to include Archived Listings. Listings that are sold or expired and older than three years are archived.

Entering Search Criteria

Choosing Items in a List Box
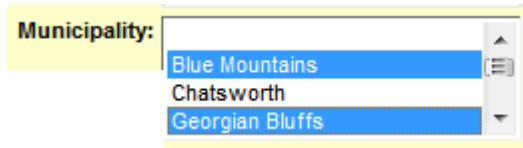
List boxes allow multiple selections. Peruse the list with the scroll bar on the right side of the box.

- Click to choose the item you want.
- To choose multiple items, press and hold down the CTRL key, then click on each item desired (CTRL+Click).
- To view all current selections, right click in the list box.
- To de-select all options, click the blank option at the top of the list.
- To de-select the last-selected option, CTRL+Click.

Choosing Items in a Drop-Down List
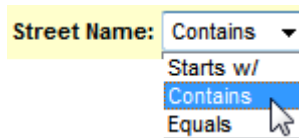
Drop-down lists contain a list of items from which you must choose *only one* option. Peruse the list by clicking the down arrow (or both up and down arrows) on the right side of the box. Click to select the item you want.

Entering Values in a Text Box
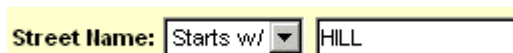
Choose "Starts With", "Contains", or "Equals" before entering text values. If you are having trouble obtaining a match while searching a text field like *Street Name* with "Equals", choose "Starts w/" from the drop-down list, then enter the first few characters of the street name in the text box. For example, if you entered a street name "Equals HILLSPRING" with no results, try using "Starts w/ HILL".

Street Name	Starts w/	HILL

This search finds properties matching "123 HILLSPRING" as well as "123 HILL SPRING".

OR Searches

Once you enter search text in a text box you can make another selection, if the OR button is available. Click on the OR button to enter additional criteria in the larger text box, below. TMLS interprets each entry you add using the OR button as another way to search the listings. In the above example, the search finds streets starting with "MC" *or* "MAC".

To delete or edit a value, select it in the OR box; TMLS displays the value in the main text box, on top. Backspace through the value to edit, or erase, the value.

Entering Date Fields

TMLS accepts dates in the form of mm/dd/yy, m/d/yy, and mm/dd/ccyy. The following examples are acceptable for January 2, 2006:

01/02/06
1/2/06

1/2/2006

Entering Min/Max Ranges

Search fields using "Min" and "Max" boxes allow you to search a range of values. Enter the smallest acceptable value in the "Min" box and the largest acceptable value in the "Max" box.

The example above finds properties with a List Price greater or equal to $250,000 and less than or equal to $300,000. If you specify a value only in the "Min" field, the system finds listings with a list price equal to or greater than the value entered.

Saved Criteria

TorontoMLS allows you to save your search criteria in most listing searches (not Map Search, see note, below). Use the saved criteria (in its original form or modified) for subsequent searches.

Criteria saved for a particular listing search is available for similar listing searches. Due to the unique nature of the different searches, however, search fields for one search type may not be available for another search type.

Saving, and Using Saved Search Criteria

Cross-Class Saved Criteria

Criteria saved in one class can be used to search a different class (e.g., criteria saved in the Residential Freehold class of a Quick Search can be used in the Residential Condo & Other class of a Flex Search). Carefully review the new search before submitting it, to confirm that vital search fields not common to the two classes are properly specified.

If a field is present in the saved search and not in the new search (because either the class or search type is different), that search text is not available in the new search. If the new search has required fields that aren't available in the saved search, you must enter these.

Be sure the search fields and text make sense in the new class before submitting your search.

NOTE for Flex Searches: TMLS displays the saved search fields and corresponding text at the bottom half of the page, in the Search Criteria box. Carefully examine this information in light of the new search. If a field in the saved search is not available in the new search, TMLS deletes it from the criteria. If the new search has required fields that aren't available in the saved search, you must select and enter these.

To Save Search Criteria

1. After entering your search criteria, go to the **Save Criteria As** text box.
2. Enter a name for your search.
3. Click **Save**.
4. At the confirmation prompt, click **OK**.

To Use Saved Criteria

1. At **Use Saved Criteria**, select the name of the saved search criteria from the drop-down list.
2. Click **Use**.
3. The text appears in preview format at the new search page. Verify the accuracy of the criteria for the new search. Use the criteria as presented or modify it.
4. Click **Submit**.

Notes on Modified Saved Criteria

If you modify saved criteria, you can save the modified criteria as a new and unique search, keeping the original search intact. Alternatively, you can replace the original saved search with the modified one.

- To save the modified criteria as a unique search, choose a new name and enter it at the Save Criteria As text box. Then click Save. At the confirmation prompt, click OK.
- To replace the original search with the modified version use the same name as the original search. Then click Save. When prompted to overwrite the original search, click OK. Then click OK at the confirmation prompt.

To Delete Saved Criteria

1. At any search page, at **Use Saved Criteria**, select the name of the saved search criteria from the drop-down list.
2. Click **Delete**.
3. At the confirmation prompt, click **OK** to delete the saved criteria, or **Cancel** to maintain the saved criteria.
4. At the final confirmation prompt, click **OK**.

General Search Tips

Tips on Entering Search Criteria

- *Every search requires selection of an Area and Municipality. You may add one or more Communities if available.*

- *It is not necessary to enter text in each search field. If your search finds too many (or too few) listings, revise the search criteria. To reduce the number of listings, add additional search criteria. For more listings, broaden your search by eliminating some of the search criteria.*

- If at any time during the data input process you wish to delete all entries and begin again, click Clear (or click Delete All in Flex Search).

- You can change your search text in a field before submitting your search.

- Use the Count button, before submitting the search, to display the number of listings the search will find.

Tips on Map Searches

- Set a default location when using map search for the first time. It will save steps in future map searches.

- If at any time you wish to delete markers and begin again, click *Clear*.

- For easiest map control use the mouse : To zoom in and out, turn the mouse wheel forward and backward. To move the map in any direction, hold down the left mouse button and drag.

- Change your centre point by entering an address in the left panel, then click *Find*.

Tips on Saved Search Criteria

- In Quick, Flex, and Pre-Defined Searches you can save your search criteria to use in subsequent searches. (See Saved Criteria for instructions on saving criteria, using saved criteria, and deleting saved criteria.)

- When using saved search criteria, TorontoMLS displays the criteria using the preview format. You can add, edit, or delete any text (see Quick Searches, Flex Searches, or Pre-Defined Searches). To save modified criteria see "Notes on Modified Saved Criteria" at Saved Criteria.

Tips on Search Results Formats

- You can display the Search Results in your choice of formats. Create a new custom report; use an existing custom report; or use the default report. (See Creating Custom Search Results Reports.)

Tips on Printing Reports

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

Searching Archived Listings

The system archives listings that are sold or expired and older than three years. You can include archived listings in certain searches for unavailable listings, and in Address Search (Pre-Defined Search).

The following searches may include archived listings:

Quick Search	Residential Freehold - Unavailable
	Residential Condo & Other - Unavailable
	Commercial - Unavailable
Pre-Defined Search	Address Search
	Residential Freehold Sold
	Residential Condo & Other Sold
	Commercial Sold

When you choose one of these searches, a check box displays at the Search page, with the option to include archived listings. At any other search, the check box to include archived listings does not display.

In archive searches, you must select an Area and Municipality.

Quick Searches

Quick Search allows you to search for listings with commonly-used search criteria. Use Quick Search to search for one class at a time. Tailor your search to include available listings, unavailable listings, or select both. When you search unavailables, you can include Archived Listings. Search for properties that are for sale or for lease.

Click Preview to display the complete search criteria. Carefully review each search field and text. Modify any faulty criteria.

See General Search Tips for tips about entering search criteria, saved search criteria, and formatting the display of search results.

Using Quick Searches

To Perform a Quick Search

1. Select the **Search** tab at the top of any TMLS page.
2. At **Select a Search Type**, click **Quick Search**.
3. Click to select a **Class**.
4. At **Select Availability**, click **Available**, **Unavailable**, or both check boxes.

    If you select the **Unavailable** check box, the **Include Archived Listings** check box displays. Click if you want to include archived listings. For archive searches select an Area, one Municipality, and if desired one or more Communities.
5. At **Select Sale/Lease**, click to select one or more check boxes. (Note: **For Sub-Lease** displays for Commercial listings only).
6. Click **Continue**.
7. At the Quick Search page, enter (or select) search text for one or more fields. (See Entering Search Criteria; to use saved criteria, see Saved Criteria.)

    You must choose an **Area**, at least one **Municipality**, and optionally one or more **Communities** before you submit the search. NOTE: The system combines Communities for up to two Municipalities.
8. Click **Preview** to display the complete search criteria. Carefully review each search field and text. Click any field to modify faulty criteria (see below) or click **Back** to return to the search.
9. At **Select Search Results Format**, choose the default or an existing custom report OR click **Custom Reports** to create a new report format. (See Creating Custom Search Results Reports).
10. Click **Submit** to submit the search.
11. View the search results.

To Change Criteria from Preview

1. At the **Preview** page, click on any search field link (or click **Back**). TMLS displays the Quick Search page.
2. Edit or delete the existing text or add text in any field you wish.
3. Click **Preview** to confirm your choices before submitting the search.

To View a Count of Listings the System will Return

1. When search criteria is complete, at the Quick Search page, click **Count**.
2. At the message displaying the count, click **OK** to perform the search, or **Cancel** if you want to revise criteria before submitting the search.

Flex Searches

Flex Search provides full flexibility in a streamlined format for advanced users familiar with listing field names. Flex Search offers quick, unlimited access to several hundred search fields. In Flex Search you can search for listings across more than one class at a time. Tailor your search to include available listings, unavailable listings, or select both. Search for properties that are for sale or for lease.

See General Search Tips for tips about entering search criteria, saved search criteria, and formatting the display of search results.

Building the Search Criteria

In Flex Search you select search fields, one at a time, from a drop-down list. You then enter (or select) search text for the field, as required. TorontoMLS displays your search criteria as you build it. If at any time during the data input process you wish to delete a search field, select the field in the Search Criteria box and click Delete. To clear the entire search criteria and start over, click Delete All.

Searching Across Multiple Classes

Flex Search allows you to search across more than one class. Note, however, that a particular field in one class may differ from the same field in another class in terms of the choices available. TMLS combines the search fields in a cross-class search into a single list (e.g., Style). *Either don't choose any, or specify one or more options for **each** class.*

Searching By Room Dimensions

When specifying room dimension search fields, the units of measurement are metres, regardless of your choice of units for *displaying* room dimensions at Customize My TMLS.

Using Flex Searches

To Perform a Flex Search

1. Select the **Search** tab at the top of any TMLS page.
2. At **Select a Search Type**, click **Flex Search**.
3. Click to select *one (or more)* **Class**.
4. At **Select Availability**, click **Available**, **Unavailable**, or both check boxes.
5. At **Select Sale/Lease**, click to select one or more check boxes. (Note: **For Sub-Lease** displays when searching for Commercial listings).
6. Click **Continue**.
7. You must choose an **Area**, at least one **Municipality**, and optionally one or more **Communities** before you submit the search. NOTE: The system combines Communities for up to two Municipalities.
8. At the Flex Search page, at Select an item from the list below, select a search field from the drop-down list.
9. Enter (or select) search text as required. (See Entering Search Criteria.)
10. Repeat steps 8 and 9 until the search criteria is completely defined.

11. Preview the information in the **Search Criteria** box. Modify any faulty criteria (see below).

12. At **Select Search Results Format**, choose the default or an existing custom report OR click **Custom Reports** to create a new report format. (See Creating Custom Search Results Reports).

13. Click **Submit** to submit the search.

14. View the search results.

To Change Criteria

1. Click on any search field link in the **Search Criteria** box.

   TMLS displays the criteria in the appropriate format (drop-down list, text box, etc.) above the Search Criteria box.

2. Edit or delete the search text.

3. To add a new search field, choose a field from the drop-down list at **Select an item from the list below.**

4. Confirm your choices before submitting the search.

To View a Count of Listings the System will Return

1. When search criteria is complete, at the Flex Search page, click **Count**.

2. At the message displaying the count, click **OK** to perform the search, or **Cancel** if you want to revise criteria before submitting the search.

Pre-Defined Searches

Pre-Defined searches provide the framework for the most commonly-used searches, requiring minimal data entry. In addition to offering a variety of listing searches, this feature allows you to search your own personal listing history and your brokerage's history.

If you select certain pre-defined searches, you can include Archived Listings.

Click Preview to display the complete search criteria. Carefully review each search field and text. Modify any faulty criteria.

See General Search Tips for tips about entering search criteria, saved search criteria, and formatting the display of search results.

Using Pre-Defined Searches

To Perform a Pre-Defined Search

1. Select the **Search** tab at the top of any TMLS page.
2. At **Select a Search Type**, click **Pre-Defined Search**.
3. At the **Select a Pre-Defined Search** list box, click to choose a Pre-Defined Search.

   If allowed for your choice of search, you can click to select the **Include Archived Listings** check box.
4. Click **Continue**.
5. At the Pre-Defined Search page, enter (or select) search text for any field. (See Entering Search Criteria; to use saved criteria, see Saved Criteria.) You must choose an **Area**, at least one **Municipality**, and optionally one or more **Communities** before you submit the search. NOTE: The system combines Communities for up to two Municipalities.
6. At **Select Search Results Format**, choose the default or an existing custom report OR click **Custom Reports** to create a new report format. (See Creating Custom Search Results Reports).
7. Click **Submit** to submit the search.
8. View the search results.

To Preview & Modify Pre-Defined Search Criteria

1. At the search criteria page, click **Preview**.
2. At the **Preview** page, click on any search field link to modify criteria (or click **Back**). TMLS displays the Pre-Defined Search page.
3. Edit or delete the existing text or add new text in any field you wish.
4. Click **Preview** to confirm your choices before submitting the search.

To View a Count of Listings the System will Return

1. When search criteria is complete, at the Pre-Defined Search page, click **Count**.
2. At the message displaying the count, click **OK** to perform the search, or **Cancel** if you want to revise criteria before submitting the search.

My Personal History

Due to privacy, policy, and regulatory requirements you cannot search for listings using Listing or Selling Salesperson as search criteria. A special Pre-Defined Search, "My Personal History", allows you to search for listings in which you are noted as a Listing or Selling Salesperson.

This Pre-Defined Search uses your membership number, entered at log-in, to search for listings for which you served as Salesperson 1 or 2 or Cooperating Salesperson 1 or 2. You cannot alter the search for any other salesperson. You can, optionally, add additional search criteria (e.g. class, status, list or sold price) to narrow the search results.

This pre-defined search, unlike others, allows selection of more than one Area. If you select more than one Area, no Municipalities display. If you select one Area but more than one Municipality, no Communities display.

NOTE: You may also use My Personal Listings at Info Centre to view your listings, although you won't be able to enter search criteria.

My Brokerage's History

A special Pre-Defined Search, "My Brokerage's History", allows you to search for your brokerage's listings.

This Pre-Defined Search uses your membership number, entered at log-in, to search for listings for which your associated brokerage serves as the listing or selling brokerage. You cannot alter the search for any other brokerage. You can, optionally, add additional search criteria (e.g. class, status, list or sold price) to narrow the search results.

Note: the results for a My Brokerage's History search is limited to 100 listings. If your search results exceed the maximum, consider running separate searches by Status, to view all listings.

Maps

Map Searches

Virtual Earth's dynamic map search lets you find properties as you move your mouse, zoom in or out, draw a shape or radius around a desired location, and optionally enter search criteria in the left panel.

The easiest way to adjust the map is with the mouse:

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

To locate a particular property by address, type the address and municipality at the top of the left panel.

Listings display as markers on the map (see Property Markers, below), and appear in column format below the map. If markers do not display, zoom in or out according to screen instructions.

Details: To view details about a property, mouse over the marker. (See "To See Property Details" below.) From the detail popup you can link to the full listing,

MapArt: To change map view to match your map book, click the "MapArt" button in the control bar. Make sure that your zoom level is at or between .5 km and 60 km. (Find the zoom level scale at the bottom right corner of the map.) To switch between dynamic Virtual Earth and MapArt, toggle the MapArt button on and off. NOTE: To see a legend that identifies all Points of Interest categories, click "Full Legend".

Grid: To view a grid overlay showing map coordinates, click the "Grid" button.

Property Markers

Map search finds properties you zoom in and out, move the map, or change your search criteria. When you make these changes then click on the map - or on a new field while entering search criteria in the left panel- the number and position of markers updates.

Listings may overlap until you zoom in. Listings always overlap when the properties have identical coordinates, as with Residential Condo And Other units.

The exact number of listings found shows below the map. If the location is heavily populated and your criteria isn't restrictive enough, the search may find more properties than it can display. In this case, TMLS shows the message, "Too many listings...." below the map. Narrow your search criteria - or zoom in closer - until you can see property markers. Continue zooming and moving the map as needed.

Legends

Colour-coded markers show the location and status of each listing. To see a colour legend, click "View Legend" at the bottom of the map. Click again to close the legend.

While using MapArt, you can view a full legend that defines all properties of interest, click "Full Legend" .

Map Controls

Map controls appear at the top left corner of the map.

NOTE: In birds eye view, use the rotate tools to view the property from different angles.

Summary Results

Below the map, TMLS provides a summary list of each property. Each property in the list corresponds to a marker.

- To view the full report for a particular listing, click its row.
- To see more results, click any page number; or click > to move forward, < to move back, >> for the last page, or << for the first.
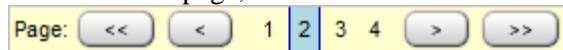
- To change the number of properties on each page, choose a number from the "Display" drop down list.
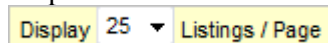
- To sort the summary results list, click a column heading once to sort in alphabetic or numeric order, click again to sort in reverse order.
- To view TMLS' customary search results list, scroll to the bottom of the summary results and click "Search Results".

Centring the Map

- To choose a centre-point and zoom level, type an address and municipality, zoom as desired, then click Find.
- To keep this as your default location, click "Set as Default Location".
- To return to the default location after moving the map, click "Go to Default Location".
- To zoom in further at the centre point, double click the pushpin. To remove the centre-point pushpin click "Clear".

Drawing the Search Area

To draw the exact search area as a polygon or circle, choose the "shape" or "radius" tools in the map control bar. (See Drawing the Search Area.) TMLS limits matching properties to those inside your shape or radius.

Entering Search Criteria

- To find listings in a different location, follow examples at "Find Address, Postal Code, or Town" in the left panel, taking care to enter both street address and Municipality.
- To narrow your search to a particular price range, number of bedrooms, or type, enter search criteria accordingly.
- To further narrow your search, click "Show More Options" and enter criteria at additional fields.

NOTE: Once you click on another field - or on the map itself - while making changes to criteria, the map updates dynamically. There is no need to click Find.

Left Panel Options

Field or Button	Description
Find address, postal code, or town	Enter an address and Municipality (e.g., 123 Main St, Toronto or Whitby, ON or M4B1B4) then click the Find button to set a pushpin at the new centre point. To zoom in, double-click on the pushpin. To remove the pushpin, click "Clear".
List price, bedrooms, type	Enter Min/Max values - and one or more options in the list box.
Show More Options>>	Shows extra fields to narrow search results further.
Hide Options	Closes display of extra fields.
Set as Default Location button	Sets the current centre point as the default start location.
Go to Default Location button	Returns to your defined Default Location from anywhere on the map.
Hide Listings checkbox	Shows map without listing markers.

Field or Button	Description
Search results format	Choose a search results format from the drop-down list.
Find Points of Interest	Plots the school, park, hospital, or other category entered, displaying it on the map along with the listing markers.
Route & Directions	Provides routes and driving directions to up to four listings from any starting point. (See Driving Directions.)
Get Route button	Generates the mapped route and directions.
Clear Route button	Clears the mapped route.

Viewing Points of Interest

TMLS' Points of Interest feature displays up to twenty points (hospitals, schools, shopping malls, and so forth) nearest the map's centre point.

- To map *all* of a particular category, type the desired category at the Find Points of Interest field. For example, type "schools" then "Find", to mark all schools on the map.

- To view a *particular* school or other point, type all or part of its name at the "Find Points of Interest" field. For example, type "Giles School" then "Find".

NOTE: You may need to move the map in order to view the markers.

Information markers for your category or point display as . To see details, mouse over the marker, as in the following image:

Using Map Search

To Search by Adjusting the Map

1. At the **Map Search page**, click the mouse and drag the map to the location you want.
2. Double-click to zoom in until you see listing markers in your location. (If no markers display, check for a message below the map.)
3. Optional: To see more search fields, such as Garage Type or Style, click **Show More Options**.
4. Optional: To find points of interest , type the desired category (such as "schools") in the left panel's **Find Points of Interest** field, or type the name of a particular point (such

as "Columbia Heights Pre-School"). Move the map until one or more information markers shows. Mouse over a marker for details.

To Search Using Search Criteria

- To find a particular property, at the **Find Address, Postal Code, or Town** field, type an address and Municipality in the left panel, then click **Find**.
- To find properties with broader search criteria, enter **List Price, Bedrooms**, and/or **Type**.
- To see more fields, click **Show More Options >>**.

To Change the Default Location

1. In the left panel, enter an address and Municipality at **address,** town, or **postal code**, then click **Find**. Alternately, move the map to the desired location by dragging with the mouse.
2. After confirming the location, click the **Set As Default Location** button.
3. To return at any time to your default location, click the **Go To Default Location** button.

To Change Map Views

- At the map control bar 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.
- In Birds Eye and Aerial views, you may turn on street names by clicking **Labels**.
- 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 See Property Details

1. Mouse over any 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. While viewing details when many listings overlap, you may need to scroll to view details for each.

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 Properties 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 <u>Driving Directions</u>.

To Email or Print the Map and List

- At the Map Search page 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**. Optional: To hide listing markers when you print the map, check Hide Listings in the left panel.

Drawing the Search Area

In a map search, a quick way to establish a search area is to draw a radius or polygon shape around a particular location or marker. Choose "Radius" to find listings within a particular distance from a property or other spot. Choose "Shape" to draw a search area.

Optionally, narrow search results inside the drawn shape by entering search criteria in the left panel. For example, enter a list-price range or number of bedrooms.

Centring the Map

To choose a different centre-point type an address and Municipality then click Find. To mark the new centre point, TMLS shows a pushpin at the new location. Double click the pushpin to zoom in on the centre point. To remove the pushpin, click Clear.

Drawing a Shaped (Polygon) Search Area
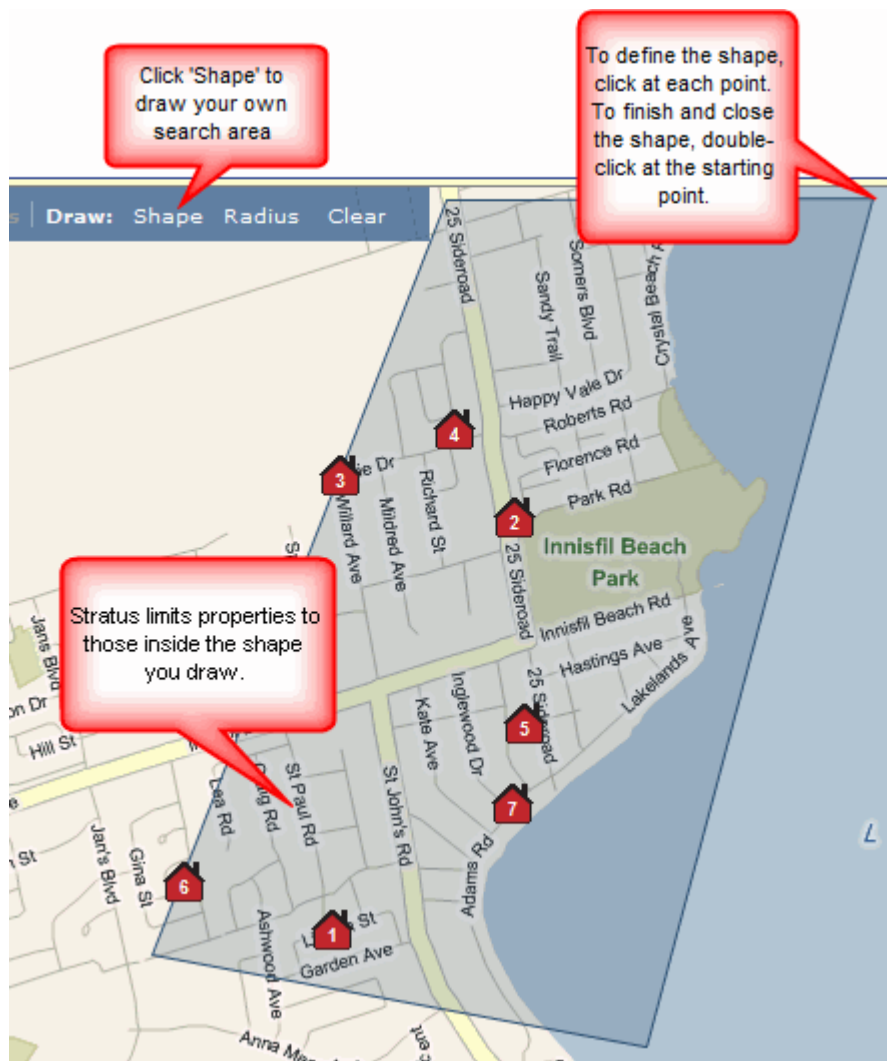
Drawing a Radius Search Area

Using Drawn Searches

To Search By Drawn Shape

1. At the **Map Search page**, centre the map in the location you want. To choose a centre-point for your search zoom or move the map to find your location; or type an address and municipality then click **Find**.
2. Enter search criteria in the left panel, if needed.
3. In the map control bar, at **Draw**, choose **Shape.**

4. Guide the mouse pointer onto the map. The cursor changes to a "+". Move the cursor to the start location of your desired area and click to set the first point.

5. Move the cursor toward the next point in your shape's outline. A grey line is drawn on the map as you move the mouse.

6. When the cursor is in position, click to set the second point. The first line is established.

7. Move and click again, repeating as needed to draw the shape. Make sure you end at the starting point, where you must double click to finish the shape. The map dynamically updates to show matching properties that fall within your shape's boundary.

8. To change your shape, click **Clear** then redraw the shape.

To Search by Drawn Radius

1. At the **Map Search page**, centre the map in the location you want. To choose a centre-point for your search zoom or move the map to find your location; or type an address and Municipality then click **Find**.

2. Enter search criteria in the left panel, if needed.

3. In the map control bar, at **Draw**, choose **Radius.**

4. Guide the mouse pointer onto the map. The cursor changes to a "+". Move the cursor to the point where you want the centre of your circle, then click.

5. Move the cursor to the outside edge of your desired circle, watching the white mile indicator for an exact radius, then click to finish the circle. The map dynamically updates to show matching properties that fall within your circle's boundary.

6. To change your radius, click **Clear** then redraw the circle.

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 pageto 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.

Mapping Listing Search Results

By clicking the "Street Map" option at Search Results, you open a map that shows markers for each selected listing.

Once in map view, you can map a route and get driving directions, switch from Road view to Aerial or Birds-Eye view, find more listings around a marker's location, and click markers for details. (See Street Map View for more information.)

To Map Listings from Search Results

1. At a **Search Results** list, select listing(s) you want to map.
2. Click **Street Map**. TorontoMLS displays the map with the selected listing(s) marked.
3. At the map, mouse over a marker to view details in a popup. If desired, zoom in and out and move the map in any direction.
4. To return to the Search Results list, click **Return to Results**.

Search Results List

About the Listings Search Results List

When you submit a search, TorontoMLS compares your criteria against listings in the MLS database, then generates the Search Results list. Only those listings matching all specified search text are included in the list. TorontoMLS displays the Search Results List in a simple one line format. Alternatively, you can display the list with a "thumbnail" photo for each listing by choosing this option at Customize My TMLS.

NOTE: For third-party providers, TMLS excludes non-Internet listings from search results. If a listing matches all search criteria - but the attribute for "Internet" is set to "N" - the third-party provider's results list does not include the non-Internet listing.

At the discretion of the MLS, TMLS limits the number of listings displayed in Search Results, in order to avoid Internet performance problems. Be specific in your search criteria to ensure that search results do not exceed the maximum.

- You can create a custom report for your Search Results List or use the default report.
- To revise and resubmit the search criteria without starting again from scratch, click Revise Criteria.
- To start a new search, select the Search tab.
- You can choose the number of displayed listings per page. (See Navigating the Search Results List, below.)
- You can view, narrow, sort, or print the Search Results List.
- If you use a custom report format that includes room dimensions, you can display the dimensions in feet or metres. Select your preference at the drop-down above the list. The page refreshes with the appropriate dimensions.
- You can plot any or all listings on a street map. (See Mapping Listing Search Results.)
- You can email listings directly to your clients. (See Emailing Listings.)
- Save listings to . (See Saving Listings to My Favourites.)
- You can analyze statistical and grouping information about the search results. (See Statistics and Counts.)
- The Search Results List may not reflect all your search criteria. Full, thumbnail, and additional report formats provide varying levels of detail. (See Viewing Listings.)

NOTE: Listings that have been edited after they are sold or leased appear with a pink highlight in the Search Results list.

Navigating the Search Results List

You can choose the number of listings to display in search results (from the drop down list above and below the listings). The default is 25 listings per page.

Display 25 ∨ Records / Page

TorontoMLS displays the first page of listings in the Search Results List. Click Next to display the next page, and so forth...to reveal the entire list. If the list is long and you have chosen to display "All" on one page, scroll to view the entire list.

Next	View next group of listings
Prev	View previous group of listings
First	View first group of listings
Last	View last group of listings

Narrowing the Search Results List

You can select specific listings from Search Results to display as a subset. At the Search Results List, check the box next to the sequence number for each listing you wish to include in the narrowed Search Results List. Then click Narrow Results.

After you narrow the Search Results List, click Original Results if you want to return to the original results list.

NOTE: You can select (or de-select) a listing for the subset while viewing it. At the top of the full listing report, check the box next to the current listing's sequence number (or clear the box to de-select):

Creating Custom Search Results Reports

When your Quick, Flex, or Pre-Defined Search is completed, TorontoMLS displays the search results in your choice of report formats. If you want to view information that is not included in the default report, you can:

- Use an existing custom report
- Create your own custom report
- Edit an existing custom report

Using Custom Reports

To Use An Existing Custom Search Results Report

After you enter your search criteria at the search page:

1. At **Select Search Results Format**, click on the down arrow to display the list of custom reports.
2. Click on the report you want to use.

When you submit your search criteria, the search results appear in the selected custom report format.

To Create a New Custom Search Results Report

After you enter your search criteria at the search page:

1. Click **Custom Reports**.
2. Proceed to the column format table.
3. At **Col # 1**, click on the down arrow in the **Field** box.
4. Scroll through the choices, then click on the field you want to appear in column # 1.
5. The field name automatically displays in the **Heading** column. You can use this name or change the name.
6. The **Width** column automatically displays the maximum width for the current field. You can change the width. (If you enter a width that is less than the maximum width for the field, any values exceeding your specified width are truncated.)
7. The **Justification** column is automatically specified: L is left justified, R is right justified, C is centred and $ is right justified with dollar sign and comma. Numeric fields are typically right-justified. You can change the justification by clicking on your choice.
8. Repeat Steps 3 through 7 for each column you want to include in your Custom Report.
9. If your custom report exceeds 20 columns, click **More Columns** for an additional column definition screen.
10. At **Save this report as** (in the top section of the screen), enter the name for your report.
11. Click **Save**.
12. TMLS displays your search page. The name of the newly created report appears, already selected, at **Select Search Results Format**.

To Edit a Custom Report

After you enter your search criteria at the search page:

1. Click **Custom Reports**.
2. The screen splits into two sections. The top section is for editing and saving reports as well as moving up and down and deleting fields you selected in the bottom half of the screen. The bottom section enables you to select the fields and display format you want in your custom report.
3. At **Select a report to edit**, click on the down arrow.
4. Click on the report you want to edit.
5. Click **Edit**. The report definition displays in the bottom section.
6. Edit the columns you want to change.
7. At **Save this report as**, enter the name of your report. Choose the same name as the original report to replace the original with the update, or type a new name to create a unique report.
8. Click **Save**.
9. If you are replacing the original report with an update, TMLS prompts: "This report already exists. Okay to overwrite?". Click **OK** to replace the original report; or **Cancel** to return to the edit page.
10. TMLS displays your search page. The name of the newly edited report appears, already selected, at **Select Search Results Format**.

To Delete a Custom Report

1. At any search page, click **Custom Reports**.
2. At **Select a report to edit**, click on the down arrow to reveal the choices.
3. Click on the report you want to delete.
4. Click **Delete**.
5. At the confirmation prompt, click **OK**.
6. TMLS prompts that the report is deleted. Click **OK**.

Tips:

- To move a column up in the custom report sequence, click on the column number then click Move Up. To move a column down, click on the column number then click Move Down.
- To delete a field, click on the column number, then click Delete Item. Click Delete All, to discard all the fields in your report.
- Always confirm your choice of report format at Select Search Results Format on the search page before submitting your search.
- All custom reports created in your office are available to you.
- See the Data Dictionaries for information about field names, widths, etc.

Sorting Search Results

TorontoMLS displays the listings found by your search in a simple one line format.

- You can sort the list by any column; e.g., by Type.
- You can also perform a multi-level sort, by up to three columns; e.g., by Municipality; within Municipality by Community; within Community by List Price.
- You can sort in either Ascending (Increasing) order ᴬ↓, or in Descending (Decreasing) order ᶻ↓.

The objective of a multi-level sort is to group listings *logically*. A good example of multi-level sorting is: first sort by Municipality, then by Community, then by List Price. In this case, your search results are organized in a few large groups, the largest being Municipality. A poor example of multi-level sorting is: first sort by List Price, then by Community, then Municipality. Although List Price may be the highest priority to the buyer, the organization of your search results list using price as the first sort field, results in almost as many groups as there are listings.

Using Sort Features

To Sort by Any Single Column

- Click on any column heading to sort it in ascending order. Click it again to sort in descending order.

To Sort by Multiple Columns

You can sort by up to three columns. The first sort is the broadest category, within which the other columns are sorted. The second sort is the next-broadest category, within which the narrowest category is sorted.

1. Click **Multi-Level Sort**.
2. At **First, sort by**, choose the column that represents the broadest category of interest. Then choose **Increasing** or **Decreasing** order.
3. At **Then, sort by**, choose the column that represents the next-broadest category of interest. Then choose **Increasing** or **Decreasing** order.
4. At **Finally, sort by**, choose the narrowest category you want to sort by. Then choose **Increasing** or **Decreasing** order.
5. Click **Sort** to sort search results; or **Clear** to discard your choices.

Printing Search Results

After you view the Search Results List for your listings search, you can narrow the list (if necessary) and sort the results to meet your needs. Then you can print this information in one convenient table, with or without a summary of the search criteria. TorontoMLS displays the table for you to preview, prior to printing.

The Search Results List may be wider than a standard sheet of paper, depending on your choice of report format. If necessary, set your printer to print in landscape mode. (Landscape mode means the page is oriented sideways.) Also, you can condense a lengthy list by reducing the font size. See instructions below.

Using Print Features

To Print the Search Results List

1. At the Search Results List, click **Print View**.
2. At **Include Criteria with Search Results?**, click **Yes** or **No**.
3. The list displays in a printable format in a secondary browser window. TMLS reminds you that it may be necessary to print the page in landscape mode and that you may want to reduce the font size, click **OK**.
4. If you want the results printed in a smaller font size: at the browser's menu bar click **View**, then point to **Text Size**. Note the current size and then click on a smaller size. The page refreshes with a smaller font.
5. At the browser's menu bar, click **File**, then **Print**.
6. To print in Landscape mode:

   At the **Print** dialog box, click **Preferences**.

   At the **Printing Preferences** dialog box (at the **Layout**, **Basics**, or **Paper** tab), at **Orientation**, click **Landscape**.

   At the bottom of the **Preferences** dialog box, click **OK**.
7. At the bottom of the **Print** dialog box, click **Print**.
8. If you adjusted the font size, restore the size to its original value: click **View**, point to **Text Size**, and then click on the original font size.
9. Close the browser window to return to the Search Results List.

   ### Tips:

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

Special Printing Format

When you print any browser page, it generally includes certain extraneous reference information at the top (header) and the bottom (footer) of the page. This includes the name of the document, printed page number, the URL, and date. Occasionally, you may want to print a document without this information. To do this, change the browser print controls. **Restore these codes after printing to ensure they are available for subsequent browser print applications.** You can copy and paste header/footer codes from the topic below (see To Restore Header and Footer Printing, below).

Using Special Printing Format

To Eliminate Header and Footer Printing

1. With the printable format displayed in a secondary window, choose **Page Setup** from the browser's **File** menu.
2. At **Header**, delete the codes in the text box.
3. At **Footer**, delete the codes in the text box.
4. At the bottom of the **Page Setup** dialog box, click **OK**.
5. Choose **Print** from the browser's **File** menu.
6. Specify the printer options.
7. Click **Print**.

To Restore Header and Footer Printing

1. Copy the code below to the header text box. Left click and mouse over the header code (to select it); type **CTRL+C** to copy the code (hold down the CTRL key and type C after selecting the text).

   &w&bPage &p of &P

2. Choose **Page Setup** from the browser's **File** menu.
3. At **Header**, position the cursor at the beginning of the text box, then type **CTRL+V** to paste the header code (hold down the CTRL key and type V).
4. At the bottom of the **Page Setup** dialog box, click **OK**, then return to this Help topic.
5. Copy the code below to the footer text box. Left click and mouse over the footer code (to select it); type **CTRL+C** to copy the code (hold down the CTRL key and type C after selecting the text).

   &u&b&d

6. Choose **Page Setup** from the browser's **File** menu.
7. At **Footer**, position the cursor at the beginning of the text box, then type **CTRL+V** to paste the footer code (hold down the CTRL key and type V).
8. At the bottom of the **Page Setup** dialog box, click **OK**.

NOTE: You don't need to close the Page Setup box at Step 4 if you know how to position both windows side by side. See Windows Help for instructions.

Mapping Listing Search Results

By clicking the "Street Map" option at Search Results, you open a map that shows markers for each selected listing.

Once in map view, you can map a route and get driving directions, switch from Road view to Aerial or Birds-Eye view, find more listings around a marker's location, and click markers for details. (See Street Map View for more information.)

To Map Listings from Search Results

1. At a **Search Results** list, select listing(s) you want to map.
2. Click **Street Map**. TorontoMLS displays the map with the selected listing(s) marked.
3. At the map, mouse over a marker to view details in a popup. If desired, zoom in and out and move the map in any direction.
4. To return to the Search Results list, click **Return to Results**.

Emailing Listings

You can email listings from search results - including the summary results from a map- or from a listing report. Enter an email address for your client or retrieve this information from Contacts. Optionally, <u>format the message</u> and <u>check the spelling of your message</u> before sending it.

Those receiving your emailed listings may click a link to listing reports, where the listing can be displayed on a map. Viewers may display dimensions in feet or metres by selecting a preference at the drop-down above the listing. The page refreshes with the appropriate dimensions.

If you've entered a preferred email address at <u>Customize My TMLS</u>, client replies to your email, and copies of email sent to yourself (if you've elected this option), are directed to your preferred address. If you haven't provided a preferred address, email copies and replies are sent to your TREB address.

To Email Listings

1. At the search results list, click to check the listings you want to email. NOTE: If you want to email the entire list, do not check any.
2. Click **Email Listings**. TMLS displays an email form in a secondary browser window.
3. At **Mail To**, enter one or more email addresses (each separated by a comma and no spaces) or click **Contacts**.

   If you chose 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.
4. TMLS automatically fills the email Subject and Message. You can use these or edit them as necessary.
5. To format the email message, click any of the toolbar's formatting buttons. (See <u>Formatting Email Messages</u> for instructions.)
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 <u>Spell Check Email Messages</u> 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.

Formatting Email Messages

To apply formatting such as bold or italic) to any text or paragraph in an <u>email message</u>, select the text you want to format, then choose a button from the toolbar:
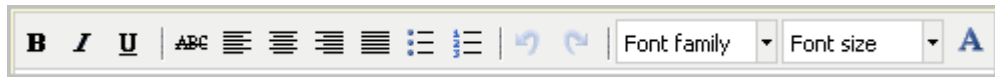
Format	Tool	Effect
Bold (Ctrl+B)	**B**	**these words are bold** and these are not.
Italic (Ctrl+I)	*I*	*these words are italic* and these are not.
Underline (Ctrl+U)	<u>U</u>	<u>these words are underlined</u> and these are not.
Strikethrough	ABC	In a sentence ~~these words are struck through~~ and these are not.
Align Left	≣	This sentence is aligned left.
Align Centre	≣	This sentence is aligned centre.
Align Right	≣	This sentence is aligned right.
Align Full	≣	This paragraph is aligned full (justified) in order to spread the words on each line from margin to margin. To achieve this affect, the system distributes space between words as needed. The last line of a fully aligned paragraph is aligned left.
Unordered list (Bulleted)	⦂≣	• First bulleted item • Second bulleted item
Ordered list (Numbered)	⅙≣	1. First numbered item 2. Second numbered item
Undo (Ctrl+Z)	↩	Click to undo the last change.
Redo (Ctrl+Y)	↪	Click to restore the last undone change.
Font Family	Arial	Click down arrow for a list of fonts to select from.
Font Size	3 (12 pt)	Click down arrow for a list of font sizes. These words are 12pt
Select text color	A	these words are blue and these are red

Spell Check Email Messages

Before emailing listings to your client, you can check the spelling in your email message.

Spell Check Options

Field	Definition
Not in dictionary	Displays the potentially misspelled word. The word is also flagged in red in the text passage above the field.
Change to	Displays a possible alternative spelling for the potentially misspelled word. Other possibilities display in the list. (Note: If the correctly spelled word is not in the list, you can type it in the Change to text box, but your entry will not be spell checked.)
Ignore	Click to leave the spelling of the flagged word 'as is'.
Ignore All	Click to leave the spelling of all occurrences of the flagged word 'as is'.
Replace	Click to replace the flagged word with your choice at Change to.
Replace All	Click to replace all occurrences of the flagged word with your choice at Change to.
Undo	Click to undo the previous action.
Close	Click to discontinue spell checking and return to the email message.

To Check Spelling in your Email Message

Note: See 'Spell Check Options', above, for definitions of spell check choices.

1. After typing your email message click **Spell Check**.
2. The system flags the first potentially misspelled word with a red highlight. The first questionable word is displayed in the **Not in dictionary** field and a possible alternative spelling is offered at the **Change to** text box.
3. To replace the misspelled word, accept the default selection at **Change to** or select the correct word from the list of possibilities and then click **Replace** or **Replace All**.

   If the spelling of the flagged word is correct, click **Ignore** or **Ignore All**.
4. The spell checker advances to the next questionable word. Repeat step 3.
5. At the spell check completion message, click **OK**.
6. At the email window, click **Send** to send your message.

Statistics and Counts

TorontoMLS offers summary statistics and information about categories of listings found by your search.

- The *Statistics table* displays the highs, lows, and statistical values (e.g., mean) for list price, taxes, rooms, etc.
- The *Counts table* provides the total number of listings for each Municipality and Community selected.

If you do not want to include the entire Search Results List in these analyses, either narrow the list (see About the Listings Search Results List) or simply check the listings you want to include.

Using Statistics and Counts

To View Statistics and Counts

1. At the Listings Search Results List, click to check the listings to include in your Statistics and Counts analysis. NOTE: To include the entire list, do not check any.
2. Click **Statistics & Counts**.
3. TMLS displays the Statistics table and the Counts table in a smaller browser window. You can view and/or print this information. (See printing instructions below.)
4. Click **Close**, or ☒, to close the browser window and return to the search results list.

To Print Statistics and Counts

1. At the Statistics and Counts page, choose **Print** from the browser's **File** menu.
2. Specify the printer options.
3. Click **Print**.
4. Click **Close**, or ☒, to close the browser window and return to the search results list.

Saving Listings to My Favourites

Select listings to be saved in My Favourites from a Search Results List. You can also add listings by MLS# (see).

- My Favourites accommodates up to twenty-one listings.
- Listings can be Available or Unavailable.
- If you already have listings saved at My Favourites and then attempt to add a number of listings that would amount to more than a total of twenty-one, the system alerts you that you must select fewer listings.

NOTE: If the results list is short and you want to save the entire list, do not check any.

Saving Favourite Listings

To Save Listings to My Favourites

1. At the Search Results List, click to check one or more listings that you want to appear in My Favourites. NOTE: If the list is short and you want to save the entire list, do not check any.
2. Click **Save To My Favourites**.
3. A message displays in a smaller browser window.
4. Click **Close** or ✕ to close the message window.

Found Listings

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 TotontoMLS 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 yourmembernumber.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 .)

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 ![marker] for details, and switch from Road view to Aerial or Birds-Eye views.

Use the Map View pageto 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 you 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**.

Reports

MLS Number Search

When you know the MLS#(s) for the listings you want to view, MLS# Search allows quick retrieval. TorontoMLS allows entry of up to twenty one MLS#'s.

TMLS displays the results of MLS# Search in the same one-line format as the Search Results List. (See About the Listings Search Results List.) Use the default format, or choose from the list of custom formats.

You can also choose to view or print any or all listings in one of a variety of report formats. (See Viewing Listings.)

To Perform an MLS# Search

1.   Select the **Reports** tab at the top of any TMLS page.
2.   At **Search By MLS#**, enter the MLS# for each listing you want to retrieve.
3.   At **Select Search Results Format**, choose the default report or any custom format from the drop-down list.
4.   Click **Submit** to submit the search, or **Clear** to discard your search text.
5.   View the search results.

NOTE: To revise and resubmit the search criteria without starting again from scratch, click Revise Criteria.

Notice Pages

Notice Pages provides a report of all new and changed listings in your market areas.

- Customize Notice Pages by selecting one or more property classes; for sale or for lease; and an Area, one Municipality, and one or more Communities. Select a time frame for your Notice Page. Choose to view or print the updated listings.

- Once you customize Notice Pages, you can save the settings for future Notice Pages. You can revise the settings at any time. The system saves your choices for the following fields: Class(es), For Sale or Lease, Area, Municipality, Community, and Notes & Revisions.

- TorontoMLS keeps track of the date of your last Notice Page. After you've established your initial Notice Page, the system defaults to "Since Last Update" at the Days Back field for a report representing all new and changed listings since your last Notice Page. Alternatively, you can run Notice Pages for any one of a list (up to fourteen) of "days back" from the present.

- You can rerun your last Notice Page by selecting "Rerun Last Update" at the Days Back field.

- Notice Pages are organized by type of update (e.g., new listing, price change). You can scroll through all headings, or go directly to a specific heading by clicking on its corresponding link at the top of the Notice Page.

- To print the Notice Pages, specify "Print" view (the default is "Display") before running the Notice Pages.

Using Notice Pages

To Create (or Change) Your Notice Pages Settings

1. Select the **Reports** tab at the top of any TMLS page.
2. At **Report Tools**, click **Notice Pages**.
3. Click to check one (or more) **Class**.
4. At **For Sale or Lease**, select one (or more) check box.
5. Select an **Area**, one **Municipality**, and optionally one or more **Communities**, if available.
6. At **Days Back**, choose the time frame for the Notice Pages.
7. At **View**, choose **Display** or **Print**.
8. Click if you want to include **Notes & Revisions**.
9. Click **Save**.
10. Click **Update Now** to run the Notice Page report; or click **Cancel** to return to the Reports page.

To Run Notice Pages With Saved Settings

1. Select the **Reports** tab at the top of any TMLS page.
2. At **Report Tools**, click **Notice Pages**.
3. Click **Update Now** to run the Notice Page; or click **Cancel** to return to the Reports page.

NOTE: You can make changes to the class, Area/Municipality/Community, for sale/lease, or notes & revisions settings; however, TMLS requires you to save them as your new format before running Notice Pages. Other changes can be made (e.g., Days Back or View) without saving them.

Displaying the Notice Pages

When the Notice Page report displays, listings are grouped by heading. You can:

- Scroll through all Notice Page headings to view all new and changed listings.
- Click on a heading at the top of the Notice Page to go directly to listings of that specific type.

To Print the Notice Pages

If your Notice Pages settings require the report to be printed, TMLS displays your report in a printable format in a secondary browser window. To print:

1. Choose **Print** from the browser's **File** menu.
2. Specify the printer options.
3. Click **Print**.
4. Close ✕ the browser window to return to the Notice Pages settings page.

To View and Print a Listing Report

1. Click on the **MLS#** for any listing at the displayed Notice Pages to view the full broker report. (See Viewing Listings.)
2. At the listing report, click **Print View**. TMLS displays the 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. Click **Back** to return to Notice Pages.

Tips:

- To delete temporary changes made to settings and restore the saved settings, click Reset.
- Click any MLS# link to view the listing.
- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See Special Printing Format.)
- When navigating through the displayed Notice Pages, you can click Top at the beginning of any heading to return to the beginning of the report.

History

History enables you to track a listing from its original entry to its present state. TorontoMLS displays the original input, all edits, and all status changes in chronological order, with the date and time of each change and the user who made the change. You can view or print the entire history, or just transactions made after listing entry.

Include up to twenty-one listings in the history report.

You can also view and print an individual listing's history at its "full" listing reports.

Using the History Report

To Run a History Report

1. Select the **Reports** tab at the top of any TMLS page.
2. At **Report Tools**, click **History**.
3. At **Enter MLS#**, enter the MLS# for each listing for which you want to obtain a history report.
4. At **Transactions Only?**, choose N to view the full broker report as well as all changes, or Y if you want only the changes.
5. Click **Submit** to submit the request, or **Clear** to discard your responses.
6. TMLS displays history reports for all listings you have chosen. Scroll through the reports to view changes to the listings.

To Print a History Report

1. At the History report, click **Print View**. TMLS displays the entire History report in printable format in a secondary browser window.
2. Choose **Print** from the browser's **File** menu.
3. Specify the printer options, then click **Print** to print.
4. Close ⊠ the browser window to return to the History 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.)

Report Designer

See [Creating Report Designs](#).

MLS Sold Statistics

Use MLS Sold Statistics to generate summaries of single family dwelling sales. Choose either of the following report types:

- **Most recent sold statistics** - for summaries providing year-to-date and month-to-date statistical data. Note: The system generates statistical data at midnight each day. Therefore, the information provided in these summaries is current to the last midnight run. The date of the statistical data is indicated in the title at the top of each summary page.
- **Historical sold statistics** - for summaries providing year-to-date and month-to-date statistical data through the last day of the month chosen.

Choose an Area and one or more Municipalities for which you want statistics.

- **Summary Report**: For each Municipality, the system shows the number of Actives, Sold dates, Averages and Median's for both month and year.
- **Detail Report**: for a particular Municipality, the system shows statistics for active, sales, and average, median, minimum, and maximum sales figures are broken down for each property type for both month and year.

Using MLS Sold Statistics

To Run an MLS Sold Statistical Summary

1. Select the **Reports** tab at the top of any TMLS page.
2. At **Report Tools**, click **MLS Sold Statistics**.
3. At **Please Select a Timeframe**, choose **Most recent sold statistics** or **Historical sold statistics**.

   If you choose Historical, select a Month and Year.
4. At **Area**, choose from the drop-down list.
5. At **Municipality**, choose one or more from the drop-down list. (CTRL+Click to choose more than one.) If you don't choose at least one Municipality, the system assumes you want to view statistics for all Municipalities in the selected Area.
6. Click **Submit**.
7. At the report, click any Municipality to view a detail report showing statistics by property type. Click **Back** to return to the summary report.

To Print a Statistical Summary or Detail Report

1. At the statistical summary or the detail report for a particular Municipality, click **Print View**. TMLS displays the corresponding report in a printable format in a new 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 statistical summary.

Tips:

- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See <u>Special Printing Format</u>.)
- Click Back to display the previously viewed report.

Report Designer

Creating Report Designs

You can build custom reports and flyers for use with listing searches. The design might include your own photo, name, phone, and address; as well as information about the brokerage. When you select report formats from the drop-down list at Search Results, your custom reports display in red, and are available to all TorontoMLS users in your office.

While creating your report, there may be a period when you are not entering any information via your keyboard or mouse. After a period of inactivity, your browser will "time out". To avoid the possibility of losing work due to an inactivity time out, **save your report periodically when creating it**. (See "To Save a Report", below.)

Using Report Designer Elements

Page Orientation and the Design Panel

The design panel is the white area (or white with blue grid lines) in the Report Designer window. This is where you place items to be included in your custom report.

The panel represents an area 6.5" by 8" (for portrait mode) or 8" by 6.5" (for landscape). On actual reports, a 3-pixel border displays and prints at this margin. To avoid butting items against the border, allow additional margins of at least one quarter inch all around. (See Positioning By Eye.)

As you select and define items for your report, TMLS displays a preview of the item in the yellow border above the design panel. Use this as a guide when choosing font type, size, color, and so forth.

Before you begin, choose portrait or landscape orientation for your report. (A custom page option is coming soon.) Once you start adding items to your report you cannot change the page orientation.

    Portrait Mode: (6.5" x 8" text area on a 8-1/2" x 11" page). The centre point for portrait orientation displays as a magenta notch on the ruler at 3.25". Designs in portrait orientation are taller than the browser window, and when first opened, reports are scrolled to the top. If you want to work with your report centred vertically (between the top and bottom margins), double-click on the side ruler to reposition the report at the centre of the ruler.

    Landscape Mode: (8" x 6.5" text area on a 11" x 8-1/2" page). The centre point for landscape orientation displays as a magenta notch at 4". Designs in landscape orientation are both wider and taller than the browser window, and when first opened, reports are scrolled to the top left corner. If you want to work with your report centred horizontally (between the left and right margins), double-click on the top ruler to reposition the report at the centre of the ruler. Double-click on the side ruler to centre the report vertically.

Background Grid

You can use a small, medium, or large background grid to help you arrange items on your report. Select the grid tool Grid:, and then, if desired, click to decrease or increase the grid size. The grid is a design aid and does not display when you view or print the custom report.

Snap Items to Grid ✛ is a convenient tool for quick placement. Rather than requiring you to precisely locate the item, Snap Items to Grid automatically positions the item at the closest grid intersection to the left and down from your set location. Place the item "in the ball park" and Report Designer does the rest.

Adding and Positioning Report Items

The key design items are labels, values, and images.

> **Labels** are text items. A label can be associated with a value (e.g., "List Price" followed by the List Price value); or can be stand-alone text (e.g., a banner, or office information).
>
> > Click the Label button **A** and then enter the label's text. Assign the font type, size, color, and other font attributes. Click ✚, Add Item. Move the crosshair onto the design panel by moving the mouse downward **without pressing the mouse button**. As the crosshair moves onto the design panel, the label becomes visible, with the crosshair at its bottom left corner. Continue moving the mouse to position the label, and then click to set its location.
>
> **Values** are items from the TMLS data dictionaries (e.g., list price, address, type). Choose from a list of values. Choose only fields appropriate for the class for which you are designing the report.
>
> > Click the Value button **#**, and then select a value from the drop-down list. Assign the font type, size, color, and other font attributes. Click ✚. Without pressing the mouse button, move the mouse downward toward the design panel. When the crosshair enters the design panel the value marker appears. Guide the value to its desired location. Click to set its position.

For Multiple Features such as Exterior, if you want the report to display multiple features, you must select all the relevant output fields (e.g., both Exterior1 and Exterior2) to provide space on the report for all values.

> A grey shaded space holder displays on the design panel to represent each value. It is set for the maximum width of the value. The actual data for that value is provided by the search. (See "Values Aren't Always as Wide as They Seem")
>
> **Images** are: listing photos (full or thumbnail size), salesperson photos, and brokerage logos.
>
> > Click the Image button 🖼, and then select an image from the drop-down list. Click Add Item, ✚. Move the mouse, without pressing the mouse button, toward the design panel. When the crosshair enters the design panel the photo marker displays. Place the photo anywhere in the panel. Click to set its position.

If you want to move an item after you set its position, place the mouse pointer over the item, hold down the mouse button, and then drag the item to the preferred location.

- See Aligning Items for guidance on aligning and justifying items in your design.

- See Positioning Items for guidance on setting and changing the location of items in your report.

- See Layout Basics for guidance on making changes to items on the design panel, and for formatting instructions.

Creating a New Design

To Create a Report Design

1. Select the **Reports** tab at the top of any TMLS page.
2. At Report Tools, click **Report Designer**.
3. At **Page**, click portrait ☐ or landscape ☐.
4. If you want to display a background grid to help you position items on your report, select the **Grid** tool ☑ Grid.

   Click ☐ to decrease grid size, or ☐ to increase grid size.

   If you use a grid, you may click ✛ to choose Snap Items to Grid. You can turn this feature on or off any time while creating your design.
5. Add labels, values, and images to your report:

   ### To add a label
   a. Click **A** and then type text for the label at the text box.
   b. Assign the font type, color, and size. You can italicize, underline, or make any text bold. TMLS previews the label above the design panel.
   c. Go to step 6.

   ### To add a value
   a. Click **#** and then choose the value from the drop-down list.
   b. Assign the font type, color, and size. You can italicize, underline, or make any text bold. TMLS previews the value above the design panel.
   c. Go to step 6.

   ### To add an image
   a. Click 🖼 and then choose the image type from the drop-down list.
   b. Go to step 6.
6. Click ✛. The mouse pointer ⬚ transforms into a crosshair ✛.
7. Using the mouse, move the crosshair onto the design panel (do not click or hold down the mouse button, just move it). The item (label, value, or image) appears. Position the item on the design panel, then click to set its location.
8. Continue adding items. (See Aligning Items, Positioning Items, and Layout Basics for guidance.)
9. Click 🔍 to preview your report. (See "To Preview a Report", below.) Make corrections as needed.

10. When your report design is complete, click ![save icon]. At **Save this report as**, enter a name for the report. Then click **Save**. Click **OK** at the confirmation message. Then click ![close icon] to close the Report Designer window.

To Preview a Report

1. Click ![preview icon].
2. Enter an MLS# (or leave the text box blank - TMLS will choose an MLS# for you) and then click **Preview**.
3. TMLS displays the listing using your report design in a separate browser window, presenting the MLS# in the title bar.
4. Click ![close icon] to close the preview window when you are finished previewing the report.

To Save a Report

It is a good practice to periodically save your report while creating (or editing) it. After saving the report you can continue working on it or close the Report Designer window and navigate to other TMLS functions.
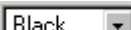
1. To save your report, click ![save icon].
2. If this is the first time you're saving the report: At **Save this report as**, enter a name for the report. Then click **Save**. Click **OK** at the confirmation message.

   If the report was previously saved: TMLS displays the report's name. Click **Save**. Click **OK** to overwrite the previous report, then click **OK** at the confirmation message.

Report Designer Toolbar

These functions are available at the Report Designer.

	File Management
📂	Open an existing report to edit or delete.
💾	Save a report with a unique name to preserve the original—or with the same name to overwrite a saved report.
🔍	Preview the current report design with a listing.
	Page Orientation
🗋	Standard portrait orientation.
🗋	Landscape orientation.
⍰	Custom page size...coming soon.
	Grid
☐ Grid:	Select or clear background grid.
▦	Decrease grid size.
▣	Increase grid size.
✛	Snap Items to Grid.
	Alignment
⊫	Align all selected items with the leftmost edge of the reference item.
⊣⊢	Centre all selected items in relation to the reference item.
⊒	Align all selected items with the rightmost edge of the reference item.
↟↟↟	Align all selected items with the top edge of the reference item.
↡↡↡	Align all selected items with the bottom edge of the reference item.
	Font Characteristics
Arial ▾	Font type, applied to the label or value you're creating, or to all selected labels and values.
8 ▾	Font size, applied to the label or value you're creating, or to all selected labels and values.
Black ▾	Font color, applied to the label or value you're creating, or to all selected labels and values.

B	Bold.
I	Italic.
U	Underlined.

Add Items	
A	Create a Label. Enter text at the box provided, then choose font characteristics.
#	Select a Value. Choose the value from the drop-down list, then choose font characteristics.
▨	Select an Image. Choose the image from the drop-down list.
+	Add the item to the design panel.

Selection	
▦	Select All items. (To select individual items see Layout_Basics.)
⊞	Select Next. Selects each item in the design panel, one at a time, in the order they were added. This tool allows you to verify that no item is hidden behind another. CAUTION: TMLS clears currently-selected items when you click this tool.
⊘	Cancel the selection of: all selected items on the design panel, or the addition of a new item.

Delete	
✕	Delete all selected items from the design panel.

Undo	
↰	Undo the *last* action. (You can only undo one action.)

Help	
?	Help on using Report Designer

Tip: The Report Designer toolbar also displays a count of selected items (see below). Be sure to verify this count before applying formatting or alignment, because revisions are made simultaneously to **all** selected items.

Items Selected: 9   Operations will affect all selected items!

Positioning Items

Positioning New Items

After clicking ✚ Add Item, move the crosshair onto the design panel by moving the mouse downward **without pressing the mouse button**. As the crosshair moves onto the design panel, the label, value, or image becomes visible, with the crosshair at its bottom left corner. Continue moving the mouse to position the item, and then click to set its location.

The crosshair, representing the bottom left corner of the item, helps you to position items along grid lines. You can accurately line up the crosshair with a vertical and horizontal line on the grid. Crosshair positioning is ideal for items you intend to left-align.

While positioning, if you decide to cancel the new item, click 🚫 (before clicking to set the item's location).

Re-Positioning Placed Items

To re-position a label, value, or image, click on the item, hold the mouse button down, and move the mouse pointer. The item moves with the mouse pointer. When you are satisfied with its placement, release the mouse button to set the new position.

Positioning by Eye

Using the grid, the ruler bar - and "Snap Items to Grid" when desired (see below) - you can accurately position items by eye. Red notches on the top and side rulers reflect the item's location as you move it. (Report Designer displays a centre notch on the top ruler bar in both portrait and landscape orientations.)

The red notches on the ruler bar help you to position items, especially helpful for setting quarter inch (or wider) margins:
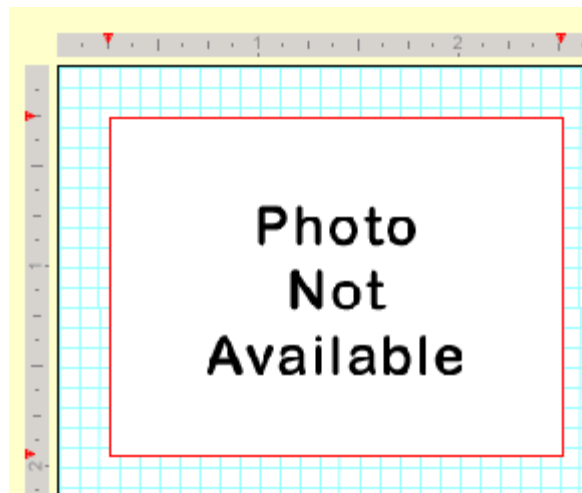
Once positioned by eye, you can align groups of items in precise rows and columns. (See Aligning Items.)

NOTE: There is no need to centre items by eye; instead, right click and then select a centring option from the popup menu.

Snap-To Positioning

Snap Items to Grid ⊞ is a convenient tool for quick placement of items along a particular gridline. Move the item into approximate position along grid lines. When you set the approximate position, the item snaps down and left to the next grid intersection.

Values Aren't Always as Wide as They Seem

The number of characters contained in a value varies widely between listings. For example, the value for the Style field may be 8 characters for one listing (Bungalow) but 15 characters for another (Raised Bungalow). Every field in the TorontoMLS database has a maximum width. For Style, the maximum width is 16. (See Residential Freehold Data Dictionary.)

When you add a value to the design panel, the space holder you move into position is sized to approximate that value's **maximum** width, adjusted for the specified font and size. (NOTE: Because browser fonts are proportional - M's and W's take more space than I's, for example - TMLS can only estimate the width for each value.) For layout purposes, value space holders show maximum width to ensure that you don't position values too close to other items on the page.

TMLS does not know ahead of time which listings you'll view with the report. Your custom report, therefore, must accommodate maximum widths. Don't be concerned if, when you run a search and view your custom report, extra space appears when a listing's value is much shorter than the maximum.

Example - Value Widths

In the report design below, the space holder for the Fam Rm value shows the maximum width for that field. The Gar Type label to its right cannot be positioned any closer without danger of an overlap.

Listings viewed using this custom report vary in the amount of space taken by Fam Rm:

For Listing A, the Fam Rm value takes less space than allowed:

For Listing B, the Fam Rm value takes most of the space allowed:

```
    Kitchens:  4
     Fam Rm:  Below Grade/None  Gar Type:  Detached
    Basement:  Apartment          Exterior:  Brick
               W/O
  Fireplace/Stv:  Y                    Drive:  Lane
```

Layout Basics

Selecting and Unselecting Items for Revisions

Selecting Items

After an item is positioned on the design panel it can be changed. You must select an item before you can:

- change font characteristics;
- revise label text;
- change the value selection from the drop-down list;
- re-align items.

There are two ways to select an item:

- Hold down the ALT key and click (ALT+Click).
- Right click on the item and choose "Select/Unselect Item" from the popup menu.

A border appears around the item when selected.

You can make as many changes as you want while an item is selected. For example, you can change a label name (at the text box), increase its font size or color, and underline it. You can make changes to more than one item at a time.

After making all changes, you **must** cancel the selection. Click 🚫 to cancel the selection of all items.

Selecting Multiple Items

If the type of edit is common to more than one item, you can edit them all at the same time (e.g., you can change the font size of all labels simultaneously). Click each item while holding down the ALT key (ALT+Click).

When selecting multiple items, the one you select first is significant. This is the item TMLS uses as a reference for aligning the others. The border surrounding the first selected item has a black overlay to identify it. Select all remaining items in any order. All selected items, except the first, have a red border.

To select all items on your design panel click Select All 🔲. When using Select All, if you need to re-assign the reference item, use the popup menu.

ALT+Click selection	Be sure your first selection is the reference item; select other items in any order.
Popup Menu selection	Choose "Set as Reference Item" to select the reference item; choose "Select/Unselect Item" to select other items, in any order.

The number of currently-selected items displays, in red, on the toolbar. Because all selected items are changed simultaneously, always check this number to prevent your actions from affecting more items than you had planned.

If you realize that you don't want to revise one or more of the items you've selected, you can cancel individual selections. Use ALT+Click to cancel the selection of an item. When you have multiple items selected, you cannot cancel the selection of the *reference* item. (However, using the popup menu you can assign a new reference item, then you can cancel the selection of the former reference item.)

After making all changes, you **must** cancel the selection. Click to cancel the selection of all items.

To Cancel a Selection

After completing changes to a selected item or items, you **must** cancel the selection. If you neglect to cancel the selection, and you then go on to select other items, your original selection (or selections) is affected by any action you take. Always check the number of items selected, displayed on the toolbar.

- Click , or
- Right click on the item and choose "Select/Unselect Item" from the popup menu.

Avoiding Hidden Items

While designing, if you cover an item with another without realizing it, your finished report may show overlapping items when viewed or printed. To ensure that your report has no hidden items, use the Select Next tool to select each item in turn. The Select Next tool brings hidden items to the foreground.
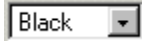
Caution: Select Next causes TMLS to clear currently-selected items.

Formatting

Assigning Font Characteristics

After entering text for a label or selecting a value, assign the font type, size, and other font attributes. You can independently choose font characteristics for each label and value, but it is efficient to specify these before adding the new item.

NOTE: You may need to re-adjust alignment or re-centre an item after a font size change.

Arial	Choose a font type from the drop-down list. Font type is applied to the label or value you're creating, or to all selected labels and values.
8	Choose a font size from the drop-down list. Font size is applied to the label or value you're creating, or to all selected labels and values.
Black	Choose a font color from the drop-down list. Font color is applied to the label or value you're creating, or to all selected labels and values.
B	Bold.
I	Italic.
U	Underlined.

Undoing and Deleting

Undoing an Action

Click ↶ to undo the *last* action. (You can only undo one action.)

If you click ✚ to add an item to the design panel, then decide to abandon the item, click 🚫 to cancel.

Deleting Items

There are two ways to delete an item:

- ALT+Click to select the item, or click ⊞ to select all items, and then click ✕ to delete.
- Right click on the item and choose "Delete Item" from the popup menu.

Aligning Items

The Popup Menu

From the popup menu, one item at a time, you can centre items on the page and select, unselect, or delete them. You can also justify a value within its maximum width.

Right click on any item to view the popup menu, then select the option you want.

Justifying Single Items

From the popup menu, you can centre any single item on the page; or left-justify, right-justify, or centre a value within its maximum width. (For a discussion of value widths, see Values Aren't Always as Wide as They Seem.)

Examples - Justifying within a Value's Maximum Width

Salesperson 1 Salesperson 1 S , of List Broker List Broker List Br

- The value, "Salesperson 1" is right justified within its maximum width (use popup menu option Right Justify).
- The label, ", of" is positioned by eye.
- The value, "List Broker" is left justified within its maximum width (use popup menu option Left Justify).
- All three items are bottom aligned (use alignment tool ↓↓↓).

Aligning Items as a Group with Alignment Tools

You align selected items as a group in relation to one already-positioned "reference" item. Items can be right, left, top, or bottom aligned - or centred - in relation to the reference item. After selecting the items you want to align, click the appropriate alignment tool on the toolbar:

Tool	Description
	Align all selected items with the leftmost edge of the reference item.
	Centre all selected items in relation to the reference item.
	Align all selected items with the rightmost edge of the reference item.
	Align all selected items with the top edge of the reference item.
	Align all selected items with the bottom edge of the reference item.

When aligning multiple items, select only items that you want arranged in a row or a column:

- A column of items to be left- or right-aligned
- A column of items to be centred
- A row of items to be top- or bottom-aligned

You can re-position an aligned group of items without disturbing their alignment. (See Report Designer Tips.)

CAUTION: If you select an item from an unrelated row or column, unexpected overlapping - or apparent loss - of items may occur when aligning.

To Align a Group of Items

1. Position the first item, and then ALT+Click to select the first item.
2. ALT+Click to select each additional item in the group.
3. Click the appropriate alignment tool.
4. Once the alignment is complete, use the Cancel Selection tool 🚫 to cancel selected items.

Examples - Centring Grouped Items Between L&R Margins
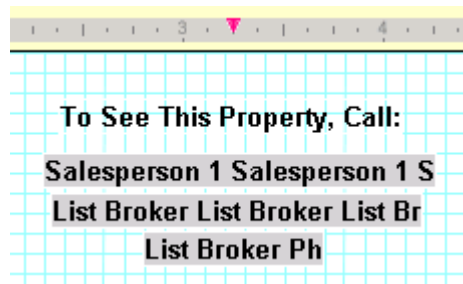
- Select (ALT+Click) the reference item, already properly positioned
- Select all additional items to be centred in the column
- Click the Centring alignment tool
- Click the Cancel Selection 🚫 tool in order to de-select all selected items

Examples - A Row of Items Bottom-Aligned
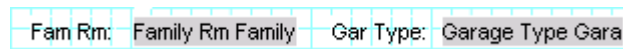
- Select (ALT+Click) the reference item, already properly positioned
- Select all additional items to be bottom-aligned
- Click the bottom-alignment tool
- Click the Cancel Selection 🚫 tool in order to de-select all selected items

Examples - A Column of Prices Right-Aligned

Original Price:	$99,999,999,999
Prior Price:	$99,999,999,999
List Price:	$99,999,999,999
Sold Price:	$99,999,999,999
Taxes:	$99,999,999

- Select (ALT+Click) the reference item (select the widest value, if the values vary in width)
- Select all additional items to be right-aligned
- Click the right-alignment tool
- Click the Cancel Selection tool in order to de-select all selected items

Examples - Aligning Columns of Labels and Values

Type:	Type Type Type Typ
Style:	Style Style Styl
Rooms:	99
Bedrooms:	9
Washrooms:	99

- Select (ALT+Click) the reference item for the column of labels, already in position
- Select all additional labels to be right-aligned in the same column
- Click the right-alignment tool
- Click the Cancel Selection tool in order to de-select all selected items
- Select (ALT+Click) the reference item for the column of values, already in position
- Select all additional values to be left-aligned in the same column
- Click the left-alignment tool
- Click the Cancel Selection tool in order to de-select all selected items

Editing and Deleting Report Designs

Use the edit feature to improve upon one of your office's custom reports, or develop a new report from an existing one.

You can reposition or re-align existing items, change font characteristic, add new items, or delete unwanted ones. (See Layout Basics, Positioning Items, and Aligning Items.) When revising labels, correct the text at the text box.

NOTE: You may need to re-adjust alignment or re-centre an item after a font size change.

You can edit a report created by someone else; however, when saving the report, TorontoMLS requires you to give it a new name. The original report remains intact, without edits, and the edited version belongs to you.

You can only delete your own reports.

To Edit a Report Design

1. Select the **Reports** tab at the top of any TMLS page.
2. At Report Tools, click **Report Designer**.
3. Click ![open icon].
4. At **Select a report to edit**, choose from the drop-down list (your own reports display in red). Then click **Edit**. Revise any items in the report. (See Layout Basics, Positioning Items, and Aligning Items.)
5. When your report is complete, click ![save icon]. At **Save this report as**, TMLS displays the current name for the report. You can use this name or enter a new one. Then click **Save**. If you use the same report name, TMLS asks your permission to overwrite the previous version. Click **OK** to overwrite, then click **OK** at the confirmation message.
6. Click ![close icon] to close the Report Designer.

To Delete a Report Design

1. Select the **Reports** tab at the top of any TMLS page.
2. At Report Tools, click **Report Designer**.
3. Click ![open icon].
4. At **Select a report to edit**, choose from the drop-down list. Then click **Delete**.
5. Click **OK** to confirm deletion. TMLS indicates the report is deleted. Click **OK**.
6. Click ![close icon] to close the Report Designer.

Report Designer Tips

### Re-Positioning an Aligned Group of Items

You can use the mouse or the numeric keypad's cursor movement keys (with Num Lock turned on) to shift a row or column of previously-aligned items. Using the mouse you can move the aligned group to any location. The keypad option allows you to shift the group one pixel (i.e., a small increment on the screen) at a time to fine-tune its position. If Snap Item to Grid is turned on, the group is shifted one grid intersection at a time instead of one pixel.

Select (always use ALT+Click) the aligned items that you want to fine-tune; in this case, the reference item has no importance.

The following applies to the keypad option:

Keypad Key	Action
8	Shift the group up
2	Shift the group down
4	Shift the group left
6	Shift the group right

Caution: Be careful not to click anywhere outside of the design panel (not even on the popup menu or toolbar buttons) while you press Num Lock and begin using the cursor keys. If you click anywhere outside of the design panel, fine-tune positioning will not work properly. To avoid clicking outside of the design panel, use keypad keys instead of toolbar buttons for the following:

Keypad Key	Tool Replaced	Action
5	＋	Turns on/off "Snap-Items-to-Grid"
+	▭	Increase grid size
-	▦	Decrease grid size
*	☐ Grid	Turn grid on/off
Esc	🚫	Cancel selections

To Re-Position an Aligned Group of Items**:**

1. ALT+Click to select each item in the group.
2. Position the cursor over one of the items in the group, and then depress the left mouse button. Drag the group to its new position; or press Num Lock and use cursor-movement keys on the numeric keypad.
3. Once the adjustment is complete, use the Cancel Selection tool 🚫 to cancel selected items.
4. If you switched Num Lock on at step 2, press it again to switch it off.

Creating a Horizontal Rule

> **To See This Property, Call:**

To create a horizontal rule of any length:

1. Click **A** to create a label.
2. At the Label text box, press the underline key on the keyboard until the line is as long as you want (check the line's length in the preview area above the design panel).
3. To increase the line's weight (thickness), select a larger font size and click the Bold tool **B** .
4. Add **+** the label to the design panel.
5. Once positioned, you can centre the line between the left and right margins (right click to view the popup menu, then select "Centre Horiz. on Page"); or centre-align the rule in a column with other items.

Creating a Ruled Section Heading

> **Utilities**
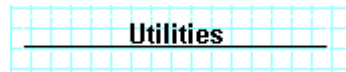
To create a ruled section head label:

1. Click **A** to create a label.
2. Set the size and other font characteristics.
3. Click the Underline tool **U** .
4. At the Label text box, type the heading text. Underlining appears.
5. To extend underlining to the left of the heading text, position the cursor at the left of the heading text and then press the spacebar as many times as you wish in order to insert underlined spaces.
6. To extend underlining to the right of the heading text, position the cursor at the right of the heading text and then press the spacebar as many times as you wish in order to add underlined spaces.
7. Add **+** the label to the design panel.

Speeding Up Report Creation

Instead of creating a new design from scratch, it may be simpler to modify an existing custom report and save it with a new name. See Editing and Deleting Report Designs.

Multiple Listings Per Page Requires Standard Thumbnail Reports

Custom reports allow only one listing per page. If you want to display several listings on a page, use TMLS' standard thumbnail report formats.

Minimizing Report Designer

Report Designer displays in a separate browser window. You can minimize the window (click), navigate to other TMLS functions, then return to Report Designer. Click the Report Designer icon at the Windows task bar (at the bottom of the screen), to re-open the Report Designer window.

Salesperson Photos and Brokerage Logos

You can place your photo and/or office logo in a report design if you have sent them to MLS to be stored in the TMLS system.

Salesperson Photos: Send your 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 `yourmembernumber.jpg`. In addition, the subject-line of the email should read `your name photo` (e.g., `John Smith photo`). Be sure to also include your name and MLS Member number in the body of the email.

Brokerage Logos: Send your brokerage logo via email to `offlogos@trebnet.com` as a jpeg file (`.jpg`) attached to the email. The format should be 200 by 200 pixels maximum and the filename should be `yoursixdigitbrokercode.jpg`. In addition, the subject-line of the email should read office name logo (e.g., `Real Good Real Estate logo`). Be sure to also include the office name and your office Brokerage Code in the body of the email.

Troubleshooting Report Designer

If Items on your Custom Report Overlap

If when viewing or printing a listing in a custom report format you notice overlapping text, it may be because you positioned an item on top of another. Open the report in Report Designer and check the items in the vicinity of the problem. Move values or images to ensure that another item is not *underneath* it. If you find an item beneath, move or delete it.

Hint: You can select each item in turn, bringing hidden items to the foreground, by clicking the Select Next tool repeatedly.

If You Can't Find the Report Designer Window

If you are working with the Report Designer and "lose" the window, it may be minimized. Check the Windows task bar (at the bottom of the screen), for the Report Designer icon. Click the icon to open Report Designer.

If Report Designer Won't Open and a Message Appears

If you attempt to open Report Designer at the Report menu page and receive a message asking you if you're sure you want to navigate away from this page, this indicates that Report Designer is already open (and minimized) from a previous work session and that changes have not been saved.

- To return to the previously-open Report Designer window, click Cancel to close the message, and then click the Report Designer icon on the Windows task bar (at the bottom of the screen).
- To abandon the previously-open design without saving the changes, click OK, and then click the Report Designer icon on the Windows task bar to restore Report Designer.

If Report Designer Won't Open and No Message Appears

If you attempt to open Report Designer at the Report menu page but nothing happens, this may indicate that Report Designer is already open and either minimized or hidden behind another open window. Click the Report Designer icon on the Windows task bar to restore Report Designer.

If You Experience Font Problems

The Font drop-down list may include fonts that are not installed on your PC. If you select a font that does not appear as you expect it to, this is because the browser has substituted an available font. Select a font that you are certain is installed on your system.

Similarly, if a font you select for a custom report is not installed on another user's computer, and that user attempts to view or print a listing using your custom report, an available font will be substituted.

NOTE: Because Report Designer is a browser application its font list is preset. (The system cannot access information about the fonts installed on your own computer, as Windows applications do.)

If Unexpected Repositioning Occurs When Aligning Items as a Group

If, when you select a group of items and then align them with the toolbar alignment buttons, you find that an item overlaps another or disappears altogether, this may be because you have selected an item that should be aligned separately from this group; or because you chose the wrong alignment tool. Click Undo ↰ to undo your action.

When aligning multiple items, select only items that that you want arranged in a row or column:

- A column of items to be left- or right-aligned
- A column of items to be centred
- A row of items to be top- or bottom-aligned

If You Lose your Report Design Because TMLS "Times-Out"

While creating your report, there may be a period when you are not entering any information via your keyboard or mouse. After a period of inactivity, your browser will "time out". To avoid the possibility of losing work due to an inactivity time out, save your report periodically when creating it.

If an Item Shifts from the Location You Want It In

If you position an item to a precise location that you want, but it shifts from that position when you click to set it, turn Snap Items to Grid off. Although a valuable tool when designing a report, this feature may interfere with precise positioning. You can turn Snap Items to Grid on and off at any time. Turning this option off does not change the position of items previously set.

CMA

About the CMA

The Comparative Market Analysis (CMA) is one of the most valuable tools available to real estate salespersons. By offering prospective sellers a comprehensive analysis of market activity for comparable homes, you provide them with the information they need to understand and feel comfortable with a pricing strategy and with you as their salesperson.

TorontoMLS streamlines the process of generating the CMA report and provides a professional looking document for presentation to the client.

TorontoMLS recognizes that you are a vital component in creating the CMA and offers you the opportunity to choose comparables. You can:

- Choose comparables from a list generated by a TorontoMLS search
- Add your choice of listings to the comparables found through searching
- Bypass the search option and specify all listings to be used as comparables

TorontoMLS allows you to make edits and adjustments to listings, as required, for inclusion in the report.

The TorontoMLS CMA can be crafted with or without a subject property, making it useful for a variety of presentation needs. You can include a marketing plan in your presentation.

You can save a partial or complete CMA for reference, or to be revised and recreated in the future. You can print the CMA presentation, specifying the components you want included in the document.

Using General CMA Features

To Build a CMA

NOTE: To save the CMA at any point, click "Save CMA", available at the top and bottom of each page.

1. Select the **CMA** tab at the top of any TMLS page.
2. To create a new CMA: At CMA Options, click **Create a New CMA**. At **CMA Name** enter the name you want to assign this CMA. At **Select a Class**, click **Freehold**, **Condo**, or **Commercial**. Click **Create**.

   To use an existing CMA: At **CMA Options**, click **Use Existing CMA**. Select the CMA you want to use from the list. Click **Continue**.
3. TMLS displays the Client Information page. This is the first of many data entry pages for the CMA.
4. Enter data on the Client Information page (see CMA Client Information), then navigate through the CMA by either clicking the page buttons at the top, or the Next or Prev(ious) buttons at the bottom, of each page. Follow the order that the pages are listed at the top of the CMA (i.e., Client Information, Subject Property, Salesperson Info, etc.). See Help topics for each CMA page.
5. At the final CMA page, Presentation Contents, specify the components you want to include in your presentation. You can save and print the CMA. (See CMA Presentation Contents).

To Delete a CMA

1. Select the **CMA** tab at the top of any TMLS page.
2. At CMA Options, click **Delete CMA**.
3. Select the report you want to delete.
4. Click **Delete**.
5. At the confirmation prompt, click **OK**.
6. At the confirmation message, click **OK**.

Tip: At the CMA list box, CMA names are listed alphabetically. You can click on any underlined heading to sort CMAs by that type (e.g., click on Created to sort by date of creation). Click on that heading a second time to reverse the order of the sort.

CMA Client Information

TorontoMLS allows you to enter client information in the CMA, or import this data from Contacts.

To Enter Client Information ▾

1. To import client information from your Contacts: At **Select Client from existing Contacts?**, click on the drop-down arrow to reveal the alphabetical list of contacts. Click on the appropriate contact, then click **Use**. TMLS pre-fills the client information data fields.

   To enter client information not stored in contacts: enter text in the fields provided. If you want to save this new client data, click **Save Contact**. At the confirmation prompt, click **OK**.

2. When Client Information is complete, click **Next**, or **Subject Property**, to proceed to that page. (See CMA Subject Property).

Tips:

- Click Clear if you want to discard all entered Client Information and restore fields to their default values.

- You can save new contact information at the Client Information page; however, you cannot overwrite existing contact data at this page. If you want to make additions or revisions to existing contact information, do this at Contacts.

CMA Subject Property

TorontoMLS creates CMA presentations with or without subject properties. The subject property is the property for which you're preparing the CMA presentation. If a subject property is currently in the Multiple Listing System (even if expired), enter the MLS#. TorontoMLS automatically transfers the appropriate information to the Subject Property data entry page.

You can upload a photo for the subject property. Any size photo is acceptable, however, for the best quality use one with the dimensions of 320x240 pixels. NOTE: The CMA must be saved before you can upload a photo.

To Enter Subject Property Information

1. At **Do you want to include a Subject Property in this CMA?**, click **No** or **Yes**.
2. If No, click **Next**, or **Salesperson Info**, to proceed to that page. (See CMA Salesperson Info).

   If Yes, and the Subject Property has an MLS#: at **Use an Existing MLS# as the Subject Property?**, enter the MLS#, then click **Use**. TMLS autofills the subject property data fields.

   If Yes, and the Subject Property is new to MLS: enter text in the data fields.
3. If you do not want to upload an exterior photo for the subject property, skip to step 6. Otherwise, at the Subject Property photo section, click **Browse** and then locate the photo by filename. When the correct path and filename displays, click **Open**.
4. TMLS displays the path and filename. Click **Upload**.
5. At the confirmation prompt click **OK**.
6. When Subject Property information is complete, click **Next**, or **Salesperson Info**, to proceed to that page. (See CMA Salesperson Info).

Tips:

- To view the subject property page as it appears in the CMA presentation, click Preview. The subject property page displays in a secondary browser window. Close ⊠ the secondary window to return to the Subject Property input page.
- Click Clear if you want to discard all subject property information.

CMA Salesperson Info

This data entry page in the CMA contains information about the primary salesperson and a secondary salesperson (if another person in your brokerage is acting in this capacity).

To Enter Salesperson Info

1. TMLS automatically fills the Name and Email fields for Salesperson #1. This data is determined through your log on codes.
2. At **URL**, you can enter a Web address for Salesperson #1.
3. If there is no secondary salesperson: proceed to step 7.
4. At **Select Salesperson #2**, choose the name of the salesperson from the drop-down list, then click **Use**.
5. TMLS pre-fills the Name and Email address for Salesperson #2.
6. At **URL**, you can enter a Web address for Salesperson #2.
7. Click **Next**, or **Title Page**, to proceed to that page. (See CMA Title Page).

   Tip: Click Reset to discard all text, and restore default values for Salesperson #1 Name and Email address.

CMA Title Page

TorontoMLS automatically creates a title page for your CMA presentation. You can use this, or customize the page and store it as your own personal default format. You can reset to the original default title page at any time.

At the title page you can include your brokerage logo, subject property photo, and photos of yourself and Salesperson #2.

Using Title Page Features

To Use the Title Page

1. The first time you create a CMA, TMLS displays the system default title page. You can use the default or change it.
2. If you want to save the edited version as your own personal default title page, click **Set As Default**. At the prompt, click **OK**. TMLS then displays your personal default title page whenever you create a new CMA.
3. Click **Next**, or **Cover Letter**, to proceed to that page. (See CMA Cover Letter).

Changing Your Personal Default Title Page

- You can at any time make changes to your personal default title page. After revising the text, click Set As Default if you want the edited page to be your new default. At the prompt, click OK.
- If after creating your personal default title page, you want to use this new format for a pre-existing CMA, click Use Default at the title page screen for that CMA. TMLS replaces the former title page with your new default. Likewise, if you are editing your personal default title page in a CMA and then decide you want to restore it to your current personal default structure, click Use Default.
- If you make changes to the title page but do not click Set As Default, the changed title page is saved when you save the CMA, however, your default title page remains unchanged.

Tips:

- To view the title page as it appears in the CMA presentation, click Preview. The title page displays in a secondary browser window. Close ☒ the secondary window to return to the Title Page screen.
- If you want to delete your edits and restore the title page to the original default, click Reset.

CMA Cover Letter

TorontoMLS automatically creates a cover letter for your CMA presentation. You can use this, or customize the letter and store it as your own personal default format. You can reset to the original default cover letter at any time.

Using CMA Cover Letter Features

To Use the Cover Letter

1. The first time you create a CMA, TMLS displays the system default cover letter. You can use the default or change it.
2. If you want to save the edited version as your own personal default cover letter, click **Set As Default**. At the prompt, click **OK**. TMLS then displays your personal default cover letter whenever you create a new CMA.
3. Click **Next**, or **Search Criteria**, to proceed to that page. (See CMA Search Criteria).

Changing Your Personal Default Cover Letter

- You can at any time make changes to your personal default cover letter. After revising the text, click Set As Default if you want the edited letter to be your new default. At the prompt, click OK.
- If after creating your personal default cover letter, you want to use this new format for a pre-existing CMA, click Use Default at the cover letter screen for that CMA. TMLS replaces the former cover letter with your new default. Likewise, if you are editing your personal default cover letter in a CMA and then decide you want to restore it to your current personal default, click Use Default.
- If you make changes to the cover letter but do not click Set As Default, the changed cover letter is saved when you save the CMA, however, your default cover letter remains unchanged.

Tips:

- To view the cover letter as it appears in the CMA presentation, click Preview. The cover letter displays in a secondary browser window. Close the secondary window to return to the Cover Letter page.
- If you want to delete your changes and restore the cover letter to the original default, click Reset.

CMA Search Criteria

You define the criteria for comparables in the Search Criteria function in the CMA.

- You choose your search criteria. TorontoMLS searches for listings that meet your criteria, then displays the results for you to review. You choose which listings you want to include in the CMA presentation.

- If you want to include listings that may not be found through the search, you can pre-specify these to be included with your search results. They appear at the top of the search results list and are automatically selected by TMLS.

- Alternatively, you may bypass the search feature entirely and use only your specified listings as your Comparables.

Using CMA Search Criteria

To Search for Comparables for the CMA

1. At **Select the Statuses you want to include in your CMA**, click to include **Available**, **Sold**, **Leased** and/or **Expired**. You must choose at least one status.
2. At **Enter Price Range** enter the dollar values (no dollar signs or commas). These fields are optional.
3. At **Enter Date Range** enter dates if you want the results to reflect a particular time frame. Leave the To box blank to include the current date. Entering a date range is optional.
4. Select an **Area**, at least one **Municipality**, and one or more **Communities** if available. (Click to select one option, or CTRL+Click to select more than one.) NOTE: The system combines Communities for up to two Municipalities.
5. Click **Enter/Edit Additional Search Criteria** if you want to further refine your search. TMLS displays additional search fields. Enter your search text (see Entering Search Criteria). It is not necessary to enter data for each field; specify only the fields that are key to defining the comparables.
6. Click **Prev** to return to the CMA Search Criteria page.
7. To add a particular listing to the matches determined by your other criteria, at MLS# enter the MLS# for the first listing you want to include. Then click Add To List. Repeat for all other listings. To remove a listing added in error, click on the

   MLS# in the list box, then click Remove From List.
8. NOTE: DO NOT click Use Only These MLS#s In My CMA, this is used only when you are bypassing the search criteria and want to hand pick all CMA listings (see below).
9. At **Select Search Results Format**, select a report format or accept the default.
10. Click **Submit**.
11. View the CMA Comparable listings found by your search and choose those you want to include in your presentation.

To Hand Pick the List of Comparables

If you want to hand pick all listings in your Comparables, without searching for listings:

1. At the Search Criteria page, proceed to step 7 above.
2. At **MLS#**, enter the MLS# for the first listing you want to include in your Comparables. Then click **Add To List**. Repeat for all listings you want to include. To remove a listing added in error, click on the MLS# in the list box, then click Remove From List.
3. Click **Use Only These MLS#s In My CMA**. TMLS automatically displays the Edits and Adjustments page (See CMA Edits and Adjustments).

Tips:

- To view the entire list of Municipalities and Communities included in your search criteria, click Show Selected or right click on the Select Municipality(s) list box. TMLS displays the list in a secondary browser window. Click Close or ☒ to return to the Search Criteria page.
- Click Clear to discard entered text.

CMA Comparables List

Review the comparables found by the search. TorontoMLS displays the comparables found in a list identical in function to the Search Results List for TMLS searches. (See About the Listing Search Results List and Viewing Listings for details.)

While viewing the comparables list, refer to the column heading identified as LSC (last status change) for guidance on the status of each listing.

NOTE: If your search did not provide listings appropriate for your CMA, click **Return To CMA Without Selecting Comparables**. TMLS displays the search criteria for you to revise and resubmit.

To Select Comparables for the CMA Presentation

- Click on the check box for each listing you want to include in your CMA presentation. If you pre-specify listings to be included in the list of comparables, TMLS displays these at the top of the list with the check box selected. To include all listings, either check each or do not check any (making sure that you clear the check boxes at all pre-specified listings). Scroll to the bottom of the page and click **Use Selected Records As CMA Comparables**.

  TMLS automatically displays the Edits and Adjustments page. (See CMA Edits and Adjustments).

CMA Edits and Adjustments

Once you choose the comparables for your CMA, TorontoMLS gives you the opportunity to revise these listings to reflect the most recent and accurate information.

The Edits and Adjustments page displays each comparable in a single line record. You can view the full client report at any time to review the listing and confirm your changes.

The first column of the listing record contains the status code (A is Available, SLD is Sold, and EXP is Expired). The number of listings, by type, is indicated below the table.

Use the edit function to change information you know to be different from that on the current listing report. TorontoMLS displays values you have edited on the CMA listing report in red, with an asterisk (*). Changes are also flagged in the side-by-side listing comparison, listing reports, and the comparable summary report in the CMA document.

Use the adjustment function to equalize list price comparisons between the subject property and another listing. Adjustments are not displayed in the listing report, as edits are, but are included in the side-by-side comparison.

NOTE: Edits and adjustments are only reflected in the CMA presentation, not in the actual MLS listing.

Using Edits and Adjustments

To Edit and/or Adjust Listings

1. Select the listing record from the list.
2. To Edit any field in the listing report: at **Select the item you wish to edit**, click on the drop-down arrow to display the choices.
3. Scroll through the list and select any field.
4. TMLS displays the current value for that field at **MLS Value** and **CMA Value**. Change the text in the CMA Value box if required.
5. Repeat steps 2 through 4 for all fields to be edited for that listing.
6. If the listing price requires adjustment: at **Enter the *TOTAL* Adjustment for this Property**, click on **Add** or **Subtract**. Then enter the dollar amount of the adjustment to the list price (do not include a dollar sign or comma). At **Enter the Reason/Description for this Adjustment**, provide an explanation for the adjustment.
7. Repeat steps 1 through 6 for each listing requiring changes.
8. After you complete all edits and adjustments, click **Next**, or **Marketing Plan**, to proceed to that page. (See CMA Marketing Plan).

Reviewing Edits and/or Adjustments

- To view the full client report for any listing at any time: select the listing record, then click Show Full Format. Edits are displayed in red, highlighted with an asterisk (*). Close ☒ the listing report window to return to the Edits and Adjustments page.
- To confirm all changes to a listing, select the listing and then click on Show List of Edits. TMLS displays all edits and adjustments in a secondary browser window. If all edits and adjustments are correct, click Close or ☒ to return to the Edits and Adjustments page. If

an edit or adjustment is in error, click on its link (i.e., the blue highlighted heading) and TMLS returns you to the corresponding field for that listing. Revise the text in that field.

- To confirm all changes to all listings, you can click Show List of Edits for All Comps. TMLS displays all edits and adjustments for each listing in a smaller browser window. If all edits and adjustments are correct, click Close or to return to the Edits and Adjustments page. If an edit or adjustment is in error, click on its link (i.e., the blue highlighted heading) and TMLS returns you to the corresponding field for that listing. Revise the text in that field.

CMA Marketing Plan

TorontoMLS offers you the opportunity to create a marketing plan to include in your CMA presentation. Develop a timetable of activities to demonstrate to the prospective clients your plan for marketing their property.

After you prepare a marketing plan you can save this as your personal default plan. Each time you prepare a CMA report you start with your default plan. Make changes as required for the new presentation.

Using the CMA Marketing Plan

To Create A Marketing Plan

1. At **Timeframe**, enter the date you anticipate for an activity.
2. At **Activity**, enter a description of the activity.
3. If you have more than one activity, click **Add Another Activity**. TMLS displays an additional set of input fields. Enter text. Repeat as necessary until all activities are defined.
4. If you want to save this marketing plan for use as a default in subsequent CMAs, click **Set As Default**. At the prompt, click **OK**.
5. Click **Next**, or **Presentation Contents**, to proceed to that page. (See CMA Presentation Contents).

To Use a Default Marketing Plan

Once you create a marketing plan and save it as the default, TMLS displays this at all subsequent CMAs. Review the plan and edit where necessary (e.g., the dates):

1. At **Timeframe**, edit the date if required.
2. At **Activity**, edit the description if necessary.
3. Repeat steps 1 and 2 for all activities listed.
4. To add an additional activity, click **Add Another Activity**. TMLS displays an additional set of input fields. Enter text. Repeat as necessary until all activities are defined.
5. To remove any activity from the plan, click **Delete This Activity**.
6. If you want to save this marketing plan for use as your new default in subsequent CMAs, click **Set As Default**. At the prompt, click **OK**.
7. Click **Next**, or **Presentation Contents**, to proceed to that page. (See CMA Presentation Contents).

Changing Your Personal Default Marketing Plan

- You can at any time make changes to your default marketing plan. After revising the text, click Set As Default if you want the edited page to be your new default. At the prompt, click OK.
- If after creating your personal default marketing plan, you want to use this new format for a pre-existing CMA, click Use Default at the marketing plan page for that CMA. TMLS replaces the former plan with your new default. Likewise, if you are editing your personal

default marketing plan in a CMA and then decide you want to restore it to your current personal default, click Use Default.

Tips:

- Click Delete This Activity, to remove an item from your marketing plan.
- Click Clear if you want to discard all marketing plan information.
- To view the marketing plan as it appears in the CMA presentation, click Preview. The marketing plan displays in a secondary browser window. Close the secondary window to return to the Marketing Plan page.

CMA Presentation Contents

TorontoMLS displays a list of sections for the CMA presentation. Choose the ones you want to include in your report. To preview a presentation item select it, click the underlined label.

Properties Sold in C01:
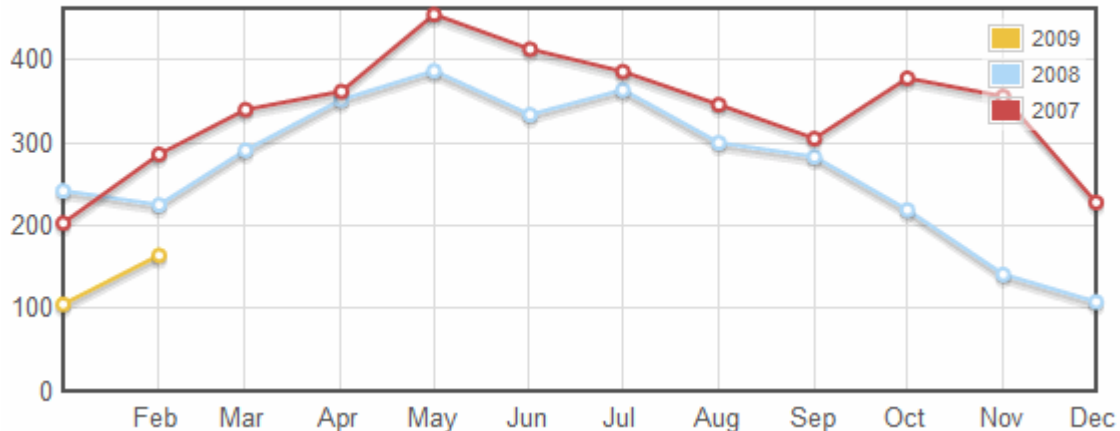
You can save the completed CMA and print the presentation. Revise the page margins and remove extraneous reference information from page headers and footers before printing the CMA (see instructions below). Restore page header and footer printing (see Special Printing Format) margin settings (to 0.75") after printing the CMA report.

Using CMA Contents Features

To Create the CMA Presentation

1. Click to select any component for inclusion in the CMA presentation.
2. Click any checked component to preview its appearance.
3. Click **Save CMA**. At the prompt, click **OK**.

To Print the CMA Presentation

1. Click **Print CMA**. TMLS displays the CMA Presentation in a printable format in a secondary browser window.
2. Choose **Page Setup** from the browser's **File** menu.
3. At **Header**, delete the codes in the text box.
4. At **Footer**, delete the codes in the text box.
5. At **Margins**, change all settings to 0.5".
6. At the bottom of the Page Setup dialog box, click **OK**.
7. Choose **Print** from the browser's **File** menu.
8. Specify the printer options.
9. Click **Print**.
10. Close ❎ the browser window to return to the CMA.

Tip: To preview any component of the CMA, click on its underlined title in the list of choices. TMLS displays the CMA topic in a secondary window. Close ✕ the secondary window to return to the CMA Presentation page.

Contacts and Prospects

Managing Contacts

TorontoMLS provides a convenient format to maintain information about your contacts. More than just an address book, TMLS allows you to store financial information, contact requirements, and activities related to the contact.

Contacts are linked to other TorontoMLS functions in several ways:

- TMLS automatically displays each contact activity at My Calendar, allowing you to manage all aspects of your schedule at one location. You must add (or change) activity information related to a contact at the contact record (see "To Update Contact Activities", below).
- TMLS pre-fills Prospect Match and CMA records from contact information wherever it applies. If you use a contact record to create a prospect profile, TMLS adds a link to the prospect from the contact record. (See the "Requirements/Notes" heading at a Contact record to view "Prospects Stored".)
- When you enter an email address at your Contact's record it is automatically stored in your email address book. Edit the address and TMLS automatically updates your address book.

You can search your list of contacts using a variety of criterion. View or print search results. The contact list can be downloaded and exported for use in mailing labels and external reports (see Searching and Displaying Contacts). The .CSV (comma separated value) file format is compatible with Excel and other programs.

You can also download all of your contacts for use with Outlook or Outlook Express email programs. This does not require a search (see Downloading Contacts for Outlook). Likewise, you can upload an existing address book from Outlook or Outlook Express (see Uploading the Contact List from Outlook) in order to pre-fill your TMLS Contacts list.

Using Contacts

To Add a Quick New Contact

1. Select the **Contacts** tab at the top of any TMLS page.
2. Click **Add Contact**.
3. At the **General Information** page enter contact text. (First name and last name are required fields; enter an email address to be stored at the Contact record *and* the email address book.)
4. Click **Save Contact** if you have no further information to enter for the contact.

To Add a Complete New Contact

1. Select the **Contacts** tab at the top of any TMLS page.
2. Click **Add Contact**.
3. At the **General Information** page enter contact text. (First name and last name are required fields; enter an email address to be stored at the Contact record *and* the email address book.)
4. Click **Next** to proceed to the Financial Information page, or click **Save Contact** if you have no further information to enter for the contact.

5. At the **Financial Information** page enter appropriate data. (If you enter more than one amount in a category, press Tab to refresh the total.) All fields are optional.

6. Click **Next** to proceed to the **Requirements/Notes** page, or click **Save Contact** if you have no further information to enter for that contact.

7. At the **Requirements/Notes** page enter appropriate text. All fields are optional.

8. Click **Next** to proceed to the **Activity** page, or click **Save Contact** if you have no further information to enter for that contact.

9. At the **Activity** page enter appropriate text for the first activity. If you choose to add an activity, the date and title are required. If there is more than one activity, click **Add Another Activity**. TMLS displays another set of activity input fields. Enter data, including the status (completed, to-do). Repeat as necessary for all activities. To arrange activities chronologically, click **Sort Activities by Date**.

10. Click **Save Contact**.

NOTE: Click Cancel at any Contacts page to cancel the new contact record.

To Edit a Contact

1. Select the **Contacts** tab at the top of any TMLS page.
2. Click **Edit or Delete a Contact**.
3. At **Contact to Edit/Delete** select a contact from the drop-down list.
4. Click **Continue**. TMLS displays the contact profile.
5. To edit contact information, use the navigation buttons to view each page requiring changes. Replace existing text or add new text as necessary.
6. After making appropriate changes, click **Save Contact**.

NOTE: Click Cancel at any Contacts page to cancel changes to the contact record.

To Delete a Contact

1. Select the **Contacts** tab at the top of any TMLS page.
2. Click **Edit or Delete a Contact**.
3. At **Contact to Edit/Delete** select a contact from the drop-down list.
4. Click **Continue**. TMLS displays the contact profile.
5. Click **Delete Contact** to remove the contact record.
6. At the confirmation prompt, click **OK**.

To Update Contact Activities

1. Select the **Contacts** tab at the top of any TMLS page.
2. Click **Edit or Delete a Contact**.
3. At **Contact to Edit/Delete** select a contact from the drop-down list.
4. Click **Continue**. TMLS displays the contact profile.
5. Click **Activity**.
6. To add a new activity: If this is the first activity, enter text in the displayed fields. If this is an additional activity, click **Add Another Activity**. TMLS displays another set of activity

input fields. Enter data, including status (completed, to-do). Date and title are required. Repeat as necessary for all new activities.

To edit an existing activity: Revise existing text or add new text as necessary.

To delete an activity: At the activity, click **Delete This Activity**.

7. Click **Save Contact**.

Uploading the Contact List from Outlook

You can pre-fill TorontoMLS Contact records with information from your Outlook or Outlook Express address book. Export the address book as a text file in comma separated values format (.CSV), and then upload the file to TMLS Contacts.

NOTE: If your contact data is available in another email program, you may be able to use Outlook as a conduit for uploading the information to TMLS Contacts. Import the file into Outlook, then export the data from Outlook's email program for upload to TMLS.

If you select fields for your export file that do not exist in the TMLS Contact record, TMLS excludes those fields.

CAUTION: When exporting your contacts list from Outlook or Outlook Express make sure you select all fields corresponding to those in the TMLS Contacts record. For example, TMLS Contacts expects a '*first name*' field and a '*last name*' field. The list you upload must have the names in separate fields. (If you upload a list without separate fields but with a '*name*' field containing both first and last name, the list uploads; however, the first and last name fields are blank.)

To Upload A List of Contacts

1. Select the **Contacts** tab at the top of any TMLS page.
2. Click **Upload/Download Contacts (Outlook)**.
3. At **Contact List Options**, click **Upload Contact List**.
4. Click **Browse**.
5. Locate the file containing your contact data. (It must have the file extension .CSV.) Then click **Open**.
6. Click **Continue**.
7. TMLS displays the Import Log, identifying the number of contacts uploaded and any problems encountered in the uploading process. Click **Back to Contacts**. TMLS displays the Contacts menu page.

NOTE: upon completing the upload you can perform a Contacts Search to confirm the data transfer.

Downloading Contacts for Outlook

You can download all of your TorontoMLS contacts for use in Outlook or Outlook Express. The fields that Outlook expects are downloaded, in the order required.

To Download all Contacts for Outlook

1. Select the **Contacts** tab at the top of any TMLS page.
2. Click **Upload/Download Contacts (Outlook)**.
3. At **Contact List Options**, click **Download Contact List**.
4. At the Download Contact List panel, click **Download contact list.**
5. If prompted to Open or Save, click **Save**. TMLS displays the Save As dialog box. Designate a location to save this file.
6. Rename the file, or use the default, contacts.csv.
7. Click **Save**.
8. Your system may prompt that the download is complete. If it does, click ✕ or **Close**.

Searching and Displaying Contacts

You can search Contacts for a particular person or persons. Or you can perform a search without entering search criteria to display a list of all your contacts. You can print and download the search results; and view and print individual contact records.

Using Contact Search and Display Features

To Search Contacts

1. Select the **Contacts** tab at the top of any TMLS page.
2. Click **Search/Delete Contacts**.
3. Enter search text at any search field(s). (See Entering Search Criteria). To generate a list of all contacts, do not enter any search criteria.
4. Click **Submit**, to submit the search; **Clear**, to discard the search text; or **Cancel** to return to the Contacts page.
5. Click the link at the # column to view the corresponding contact record.

After reviewing the contact information, click New Search at the results page if you want to return to the Search Contacts page.

To Print the List of Contacts

1. At the Search Results page, click **Print View**. TMLS displays the list of contacts in a printable format in a secondary browser window.
2. TMLS reminds you that it may be necessary to print the page in landscape mode; click **OK**.
3. At the browser's menu bar, click **File**, then **Print**.
4. Set printer options as needed, then click **Print**.
5. Close ⊠ the secondary browser window to return to the Contacts Search Results List.

To Download the List of Contacts

CAUTION: Downloading Contact Search Results does *not* create a file suitable for importing to Outlook. (See Downloading Contacts for Outlook.)

1. At the Contacts Search Results List, click **Download**.
2. If prompted to Open or Save, click **Save.**
3. Designate a location to save this file.
4. Rename the file, or use the default, DataFile.csv.
5. Click **Save**.
6. Your system may prompt that the download is complete. If it does, click ⊠ or **Close**.

To View and Print a Contact Record

1. At the Search Results page, click on the # for your choice of contact. TMLS displays the record for that contact. You can print this record or click **Return to Results** to return to the search results list.
2. To print the contact record, 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 secondary browser window to return to the original contact record.
7. Click **Return to Results** to return to the search results list.

To Delete Contacts

1. At the Search Results page, select the checkbox for each contact you want to remove from the list.
2. Click **Delete Selected**.
3. At confirmation prompt, click **OK**.
4. TMLS displays a secondary browser window to confirm that the selected contacts have been deleted.

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

Prospects

Managing Prospects

With Prospect Match, you store your prospective buyer's home requirements, allowing TorontoMLS to automatically track new listings and listings with status changes that match your prospect's search criteria. Prospect Match is salesperson-specific. Only you have access to your prospects.

You create a prospect profile, entering search criteria using Quick Search or Flex Search. You can have TorontoMLS perform a search to determine all current matching listings for the prospect. After the initial search, TMLS makes daily checks for new listings and listings with status changes that match your prospect's needs.

TMLS limits the number of prospects you can create.

If you know a prospect is unable to check email for a while (e.g., vacation or hospitalization), you can suspend the prospect. Use Edit Prospect to suspend the prospect and later to resume the prospect.

NOTE: To determine which prospects will expire in the near future, view the Expiration Date column at the Review Prospects page.

New Matches

When TMLS finds new matches, the following things occur:

- You receive a list, by email, with a link containing each listing's full broker report (unless you de-selected the email option). NOTE: Taking a link from this message, entitled "Today's Prospects", *requires TMLS log on*.
- At Info Centre, an alert to New Prospect Matches displays, with a link to a list of matches. (See New Prospect Matches.)
- The list is sent via email to the prospect, if you selected this option, with a link to the listings (in your choice of client report formats). NOTE: If, at "Email Others", you include your own email address, you receive a copy of any prospect match messages delivered to your client. Because this message, entitled "Prospect Matches", is intended for clients, links can be viewed *without TMLS log on*.

Prospects are Linked to Contacts

When you create a prospect profile for an existing Contact, you can access that Contact in order to pre-fill part of the Prospect record. Conversely, TMLS adds a "Prospects Stored" link in the Notes/Requirements section in that client's Contacts record (available via a Contacts Search or from details of a Contact Activity at My Calendar).

Using Prospect Match

To Add a New Prospect

1. Select the **Contacts** tab at the top of any TMLS page. Then click **Add Prospect**.
2. You can choose to add client information from Contacts, or enter new text directly. To use information from Contacts: select the **For Existing Contact** button . Then, select the contact from the drop-down list.

To add *new* client information: select the **For Client** button ⭕. Then, enter the client name in the text box: enter last name, followed by a comma, then first name.

3. At Enter a unique Prospect Name, enter the prospect's name. The prospect name can contain alphabetic and numeric characters, as well as spaces. No punctuation, dashes, underscores or other characters are permitted. Each prospect requires a unique name. The prospect name is referenced in email to the client.

4. Click to check the recipients to whom you wish to send email notification of prospect matches (you must specify at least one choice):

   At **Email Me**, TMLS automatically selects you to receive email. If you do not want to receive email alerts, clear this check box. Note: if you entered a preferred email address at Customize My TMLS, prospect matches are sent to your preferred address.

   At **Email Client**, select the check box if you want to send email to the client. TMLS pre-fills the email address if one is specified in Contacts. If you are adding new client information or an email address is not in Contacts, enter it in the box provided.

   At **Email Other(s)**, select the check box if you want to send email to others. TMLS pre-fills the secondary email address for the client if one is specified in Contacts. You can also enter other address(es) in the box provided. For multiple addresses, separate each with a comma and do not include spaces.

5. Check the box to **Include** a second Salesperson from your office along with your name in the Prospect email. Select the Salesperson name from the drop-down list.

6. At **Enter an Expiration Date**, enter an expiration date, maximum 90 days, or accept the default; then click **Continue**.

7. At the opening Search page, select a **Search Type** and **Class** (if using Flex Search you can select more than one class). Click **Continue.**

8. Select an **Area**, one or more **Municipalities**, and optionally one or more **Communities**, if available. NOTE: The system combines Communities for two Municipalities.

9. Enter remaining criteria or use a saved search. (See Quick Searches or Flex Searches.)

10. After entering and verifying your search criteria, click **Save Prospect** to save the prospect.

11. At the confirmation prompt, click **OK** if you want to search for matching listings at this time. If you do not want to search, click **Cancel** (your prospect is still saved).

To Edit a Prospect

1. Select the **Contacts** tab at the top of any TMLS page. Then click **Edit or Delete Prospect**.

2. At **Prospect to Edit/Delete**, select the prospect from the list displayed.

3. Click **Continue**. TMLS displays the prospect profile.

4. At the Edit Prospect page, make revisions as required.

5. If you *do not* want to make changes to the search criteria, click **Save Prospect** and skip steps 6-8 below.

   If you *do* want to make revisions to the search criteria, click **Continue**, and complete steps 6-8 below.

6. To edit search criteria see Quick Searches or Flex Searches.

7. Click **Save Prospect**.
8. At the confirmation prompt, click **OK** to search for matching listings now. If you do not want to search, click **Cancel** (your prospect is still saved).

NOTES:

- Click Cancel at any Prospect edit page to cancel your changes.
- You may extend expired prospects within 10 days of expiration.
- If you search listings you can email any or all the listing reports to your client directly from the search results list (see Emailing Listings). TMLS pre-fills the email form using the information from Prospect. You can also print the search results list, view listings, and more. (See About the Search Results List.)

To Suspend (Resume) a Prospect

1. To suspend a prospect: Select the **Contacts** tab at the top of any TMLS page. Then click **Edit or Delete Prospect**.
2. At **Prospect to Edit/Delete**, select the prospect you want to suspend.
3. Click **Continue**. TMLS displays the prospect profile.
4. At **Check to Suspend Prospect**, select the check box.
5. Click **Save Prospect**.

Note: to resume the prospect, repeat instructions above, clearing the check box.

To Extend a Prospect

NOTE: Prospects expire at the expiration date (no more than 90 days) you assign. If you don't extend the Prospect Match within ten days of expiration, the system deletes the Prospect record.

1. Select the **Contacts** tab at the top of any TMLS page. Then click **Edit or Delete Prospect**.
2. At **Prospect to Edit/Delete**, select the prospect from the list displayed.
3. Click **Continue**. TMLS displays the prospect profile.
4. At the Edit Prospect page, at **Enter an Expiration Date**, enter a new expiration date.
5. Make additional changes, if required.
6. If you *do not* want to make changes to the search criteria, click **Save Prospect** and skip steps 7-9 below.

   If you *do* want to make revisions to the search criteria, click **Continue**, and complete steps 7-9 below.
7. To edit search criteria see Quick Searches or Flex Searches.
8. Click **Save Prospect**.
9. At the confirmation prompt, click **OK** to search for matching listings now. If you do not want to search, click **Cancel** (your prospect is still saved).

To Delete a Prospect

1. Select the **Contacts** tab at the top of any TMLS page. Then click **Edit or Delete Prospect**.
2. At **Prospect to Edit/Delete** select the name of the prospect you want to delete.
3. Click **Continue**.
4. At the Edit Prospect page, click **Delete Prospect**.
5. At the confirmation prompt, click **OK** to confirm the deletion, or **Cancel** to return to the Edit Prospect page.

Reviewing and Searching Prospects

To determine which prospects will expire in the near future, view the Expiration Date column at the Review Prospects page. To sort the list, click on the Expiration Date column heading. To sort in the reverse order, click on the heading again.

To Review and Print Prospect Profiles

1. Select the **Contacts** tab at the top of any TMLS page. Then click **Review Prospects.**
2. At **Prospects to Review** select one or more prospect names, then click **Continue**. TMLS displays a prospect profile for each selection.
3. To print this information, click **Print View**. TMLS displays the prospect information in a printable format in a secondary browser window.
4. Choose **Print** from the browser's **File** menu.
5. Specify the printer options.
6. Click **Print**.
7. Close ☒ the secondary browser window to return to the Prospects Review page.
8. Click **Cancel** to return to the Contacts/Prospect Match menu.

To Search Listings for a Prospect

NOTE: You can at any time search for all listings matching a Prospect profile.

1. Select the **Contacts** tab at the top of any TMLS page. Then click **Search Listings for Prospect**.
2. At **Prospect to Search**, choose a prospect from the list displayed. Then click **Continue**. TMLS displays the prospect profile.
3. At Search Result Format, select a search result format from the drop-down list, or use the default report format.
4. Click **Search Now** to search the listings or **Cancel** to return to the Contacts/Prospect Match menu.
5. Optionally, email any or all the listing reports to your client directly from the search results list (see Emailing Listings). NOTE: At **Select a Report Format**, choose **Property Match**.

   TMLS pre-fills the email form using information from the Prospect Profile. You can also print the search results list, view listings, and more. (See About the Search Results List.)

Viewing & Reporting Matches

When TorontoMLS finds matches for any of your prospects, the system communicates this information to you in a variety of formats:

- TMLS sends you daily email identifying prospects and corresponding matches (unless you de-select this option).
- TMLS displays a notice at your Info Centre page, with a link to a prospect match report.
- You can run a Daily Matches Summary Report (see below).
- You can run Daily Matches w/Report and Email Options (see below).

Prospect Match Reporting

The system looks for prospect matches every night at midnight; at that time it reports all new listings and listings for which a status change was run in the past twenty-four hours. When using the Daily Matches w/Report and Email Options, your matches are displayed in a list identical in function to the Search Results List that displays after any other TMLS search. (See About the Listings Search Results List.)

To Run a Daily Matches Summary Report

1. Select the **Contacts** tab at the top of any TMLS page. Then click **Daily Matches Summary Report**.

2. You can choose to review all prospects or select one or more from your list of prospects. To review all, click **Check to Review All My Prospects for Matches**.

   For reviewing particular prospects, click **Check to Select Prospect(s) from below to Review Matches**. At the list of prospects, click on the prospect name (CTRL+Click to select multiple names).

3. At **Days Back** choose the timeframe you want the report to cover. You can go back to 14 days.

   NOTE: The choice, Today, includes all matches determined when the Prospect Match program last ran (approximately midnight the night before). It does not include matches for listings changed or added today.

4. Click **Continue**. TMLS displays a list of matches for each prospect.

5. To view a broker full report for any listing, click on its **MLS#**.

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.

To Print a Daily Matches Summary 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 secondary browser window to return to the summary report.

To Run Daily Matches w/Report and Email Options

1. Select the **Contacts** tab at the top of any TMLS page. Then click **Daily Matches w/Report & Email Options**.
2. At **Prospect to Review Matches**, select a prospect from the drop-down list.
3. At **Days Back** choose the timeframe you want the report to cover. You can go back to 14 days.

   NOTE: The choice, Today, includes all matches determined when the Prospect Match program was run (approximately midnight the night before). It does not include matches which become available today.
4. At **Search Result Format**,choose a custom search results format for your summary, or use the default.
5. Click **Continue**. TMLS displays your prospect match report in a format similar to the search results list.

   NOTE: Refer to About the Listings Search Results List and associated topics for information regarding printing, sorting, and emailing the prospect match results.

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

Financial Tools

About Financial Tools

Financial Tools allow you to:

- Help a buyer understand the maximum mortgage amount for which they may qualify using Mortgage Pre-Qualification
- Determine whether a buyer will qualify for a specific mortgage using Mortgage Qualification
- Prepare a mortgage amortization schedule determining monthly (or other) payments through Mortgage Amortization

Each Financial Tool can be used in two ways:

- To create a single report based on actual figures
- To explore "What-If" scenarios, producing multiple reports with trial figures for sale price, down payment, interest rate, etc.

Mortgage Amortization

The mortgage amortization calculator determines payments (monthly or other) based on a particular principal amount, length of loan, and interest rate. It also creates an amortized payment schedule for a specified term.

The amortization schedule displays in column format. The columns include: Pmt (payment number), Date (date of payment), Interest (portion of payment that is interest), Principal (portion of payment that is principal) and Remaining Principal. *The total amount of principal and interest paid-to-date appears at the end of the schedule for the specified term.*

Completing the Form

As you click (or Tab) from one field to the next, the system performs calculations displayed below in bold italic. When your entries are complete, click Calculate Amortization to display the payment amount and amortization schedule.

Prepared For:	Client's name
Principal:	Dollar amount being borrowed (numbers and decimal point only)
Interest Rate (%):	Interest rate of mortgage as a percentage (e.g., 7.85)
Amortization:	The life of the loan in years *(should auto recalculate if accelerated or if anniversary amount). Defaults to 25 years.*
Start Date:	Date on which the loan begins. Defaults to today's date. Use mm/dd/yyyy format.
Term:	How long before the loan must be re-negotiated with the Lending Organization. Defaults to 5 years. To select a term other than 5 years, enter the desired number, then select (from the drop-down list) whether the specified period is in months or years.
Payment Method:	Payment frequency. Select from drop-down list: 'weekly', 'bi-weekly', 'monthly', 'semi-monthly', 'quarterly', or 'annually'. Defaults to 'monthly'. NOTE: if you select a weekly or bi-weekly payment method, you must also decide whether or not you want the payments to accelerate the paydown of the mortgage. If you choose Yes, the amortization period is automatically reduced when the payment schedule displays.
Accelerated?	Yes or No. If weekly or bi-weekly payments are to accelerate mortgage paydown, select Yes. *In this case, the amortization period is automatically reduced when the payment schedule displays.*
Anniversary Amount:	Optional. If entered, borrower expects to pay this amount, in excess of the regular payment, on each anniversary of the loan. This accelerates payments toward principal, resulting in a loan paid down faster. Enter a lump sum or a percentage of the principal. Select 'Dollars' or 'Percent' from the drop-down list, as appropriate.
Force Custom	Select this check box if you want to calculate the amortization with a specific

Payment Amount check box	payment amount.

Payment Amount: *Monthly (or other) payment. System-calculated unless you select 'Force Custom Payment Amount', in order to enter a specific payment amount.*

Using the Mortgage Amortization Tool

To Prepare a Mortgage Amortization

1. Select the **Financial** tab at the top of any TMLS page.
2. At **Financial Tools**, click **Mortgage Amortization**.
3. Enter data as appropriate.
4. Click **Calculate Amortization**. At **Payment Amount**, view the system-calculated amount. NOTE: if you selected 'Force Custom Payment Amount', then you determined Payment Amount yourself.
5. Scroll to view the amortization table.
6. To print the schedule, click **Print View**, then select **Print** from the browser's **File** menu.

Tips:

- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See Special Printing Format.)
- Some fields show pre-filled (default) responses. These can be changed as desired.

Adjusting for What-If Scenarios

To test "what-if" scenarios, click Clear, then enter new values as desired.

- What-if scenarios might explore the effect of higher or lower mortgage amounts, of different interest rates, of shorter or longer loan duration, or of accelerated payments.
- You might also explore the effect on the mortgage paydown using a custom payment amount (select 'Force Custom Payment Amount').

Mortgage Pre-Qualification

The Mortgage Pre-Qualification calculator pre-qualifies purchasers, determining the highest price property they may qualify for.

Completing the Form

As you click (or Tab) from one field to the next, the system performs calculations displayed below in bold italic. When all values are entered, click Calculate Qualification to display the "Qualified for" purchase price.

Prepare For:	Client's name.
Gross Income:	Monthly gross income for up to three purchasers. (System calculates annual values and totals.)
Monthly Debt Costs:	Optional. Monthly dollar amount for loans (e.g., auto loans, personal loans), charge cards, and other debt. (System calculates total.)
Debt Ratios:	**GDS** (Gross Debt Service Ratio) represents the percentage of pre-tax income that may be applied to housing costs. Some lenders may consider a GDS of more than 30%. You may change the default displayed.
	TDS (Total Debt Service) represents the percentage of pre-tax income that may be applied to housing costs and debt combined. You may change the default displayed.
Mortgage Amortization:	The life of the loan in years.
Interest Rate:	Interest rate of mortgage as a percentage (e.g., 4.85)
Maximum Mortgage Payment:	*System-calculated. Maximum monthly housing payment. (The system calculates a TDS limit representing the purchaser's TDS amount less the total monthly debt. The lesser of 'GDS' and 'TDS limit' is used.)*
Est. Monthly Property Tax:	Estimated monthly property tax. Numbers only.
50% Monthly Condo Fee:	If the property under consideration is a condo, enter 50% of the estimated monthly fees.
Est. Monthly Heating Cost:	Estimated monthly heating cost. Numbers only.
Maximum Mortgage Payment After Costs:	*System-calculated. Maximum monthly mortgage payment after costs.*
Maximum Mortgage Amount:	*System-calculated. Applies Maximum Mortgage Payment After Costs, the Mortgage Amortization in years, and the Interest Rate.*

Mortgage Insurance:	If the down payment is less than 20% of the property's value, select the applicable insurance rate from the drop-down list. (If you have not selected an insurance rate, a table with applicable insurance rates displays when you tab or click away from the Down Payment field.)
Mortgage Applied to Sale:	*System-calculated. Maximum Mortgage Amount less Mortgage Insurance, if any.*
Down Payment:	Down payment available, in dollars. When you tab or click off this field, the system calculates the percentage. If the down payment percentage is less than or equal to 20%, select the applicable insurance rate at Mortgage Insurance, above.
Highest Price:	*System-calculated. Maximum house price the purchaser is qualified for.*

Using the Mortgage Pre-Qualification Calculator

To Prepare a Mortgage Pre-Qualification

1. Select the **Financial** tab at the top of any TMLS page.
2. At **Financial Tools**, click **Mortgage Pre-Qualification**.
3. Enter data as appropriate.
4. Click **Calculate Qualification**. Scroll down to view the calculated qualification amount.
5. To print the qualification statement, click **Print View**, then select **Print** from the browser's **File** menu.

Tips:

- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See Special Printing Format.)
- Some fields show pre-filled (default) responses. These can be changed as desired.

Adjusting for What-If Scenarios

To test "what-if" scenarios, click Clear, then enter new values as desired. What-if scenarios might explore the effect of higher or lower income, debt, down payment, interest rates; or of shorter or longer loan duration.

Mortgage Qualification

The Mortgage Qualification calculator determines whether a purchaser will qualify for a particular mortgage based on the offer price of a property.

Completing the Form

As you click (or Tab) from one field to the next, the system performs calculations displayed below in bold italic. When all values are entered, click Calculate Qualification to display whether or not the mortgage qualifies.

Prepared For:	Client's name.
Offer Price of Property:	Offer price in dollars. Numbers only.
Down Payment:	Down payment available, in dollars or % of offer price. Numbers only. If the down payment is entered in dollars, the system calculates the percentage when you tab or click off this field. *If the down payment percentage is less than 20% of property price, select the applicable insurance rate at Mortgage Insurance, below.*
Mortgage Amount:	*System-calculated. Offer less down payment.*
Mortgage Insurance:	If the down payment is less than 20% of the property's value, *select the applicable insurance rate from the drop-down list. (When mortgage insurance is required, a table with applicable insurance rates displays when you click or tab away from the down payment field. Note the premium for the loan, then select this rate from the drop-down list.)*
Total Mortgage:	*System-calculated. Mortgage Amount plus Mortgage Insurance.*
Mortgage Amortization (years):	The life of the loan in years.
Interest Rate:	Interest rate of mortgage as a percentage (e.g., 4.85)
Mortgage Payment:	*System-calculated. Assumes Mortgage amount, Monthly payment period, Years as entered, and Rate as entered.*
Est. Monthly Property Tax:	Estimated property tax in dollars. Numbers only.
50% Monthly Condo Fee:	If the property under consideration is a condo, enter 50% of the estimated monthly fees.
Est. Monthly Heating Cost:	Estimated monthly heating cost. Numbers only.
Cost Per Month:	*System-calculated. Sum of Mortgage Payment, Heating Cost, Condo, and Tax entries.*
Gross Income:	Monthly gross income for up to three purchasers.

Monthly Debt Costs:	Optional. Monthly dollar amount for loans (e.g., auto loans, personal loans), charge cards, and other debt.
Debt Ratios:	**GDS** (Gross Debt Service Ratio) represents the percentage of pre-tax income that may be applied to housing costs. Some lenders may consider a GDS of more than 30%. You may change the default displayed. **TDS** (Total Debt Service) represents the percentage of pre-tax income that may be applied to housing costs and debt combined. You may change the default displayed.

Using the Mortgage Qualifier Calculator

To Prepare a Mortgage Qualification

1. Select the **Financial** tab at the top of any TMLS page.
2. At **Financial Tools**, click **Mortgage Qualification**.
3. Enter data as appropriate.
4. Click **Calculate Qualification**. Scroll down to view whether mortgage qualifies.
5. To print the qualification statement, click **Print View**, then select **Print** from the browser's **File** menu.

Tips:

- You can print documents without extraneous reference information at the top (header) and the bottom (footer) of each page. (See Special Printing Format.)
- Some fields show pre-filled (default) responses. These can be changed as desired.

Adjusting for What-If Scenarios

To test "what-if" scenarios, click Clear, then enter new values as desired. What-if scenarios might explore the effect of higher or lower offering price, income, debt, down payment, interest rates; or of shorter or longer loan duration.

IDX

About IDX Search

TREB's Internet Data Exchange (IDX) Broker Reciprocity program allows participating firms - and their offices and salespeople - to offer MLS listing searches on their websites. MLS listings that are available to your clients include those of your firm and those of all other participating firms.

Because participation in the IDX program is reciprocal, clients visiting other participants' websites can retrieve your listings there. IDX listings held by firms other than your own are identified. If your firm chooses to participate in the program, the IDX Management link is available to you at the Info Centre page, allowing you to configure an IDX search template for your website.

NOTE: Restrictions on Internet display - when applied to a listing during Add/Edit - are maintained in IDX searches.

Clients visiting your website can:

- Search by map (in Road view) or criteria
- Switch between search criteria and results for quick criteria updates
- View results and search criteria side by side with the interactive map, detail report, photos, and contact page
- Sort results by list price in increasing or decreasing order
- View a comparison report for selected properties

The image below shows a client's view of the IDX Search Results,
with mapped results alongside.

Providing the IDX Search Template On Your Website

Once your firm subscribes to the IDX search program, access to the IDX Management program depends upon your permission level. Users without Manager status may configure a personal IDX search template. Those with Manager status can configure both office and personal templates. Firm templates are configured by the firm's Broker of Record.

Subscribing to the IDX Program

A firm's Broker of Record must submit the IDX Broker Reciprocity agreement to TREB MLS before the firm, offices, and members can begin template configuration. Once your firm has subscribed, your web developer - or a third party developer - will link directly to the IDX information on the TMLS server from your website.

Inserting the Search Template in Your Web Page

If your firm has subscribed to the IDX program, you can open the IDX Management program from Info Centre.

- **To use the default search template:** If you don't want to make changes in the default template, click "Save" after entering one or more URL's, then email the provided code to your web developer.
- **To customize the search template:** If you want to custom-configure the search template, the IDX Management program offers several options: You can limit the search template to particular classes, restrict criteria to match your market niche, add and change template fields, and choose the template's fonts and colours. After entering one or more URL's, click each tab in turn to configure the template.

NOTE: If more than one person updates the IDX search template, the most recent modifications apply. At the URL tab, check the "Last Modified" timestamp for the latest update time.

Once you are satisfied with the search template, email the provided code to your web developer. To insert the template directly, your developer will use code from the top of the Search Settings Page. To insert the template into an iFrame, your developer will use code from the bottom of the page.

NOTE: Once the provided code is inserted at your website, further changes you make using the IDX Management program will cause automatic updates at your website. There is no need to enter new code when making updates to the search template.

Getting Started with IDX Management

Your access to the IDX Management program depends on your permission level. Users without Manager status can configure a personal IDX search template. Those with Manager status can configure both office and personal templates. Those with Broker-of-Record status can configure firm, office, and personal templates.

Once you make your selection, click "Continue" to open the tabbed IDX Management configuration pages. (See About IDX for an overview.)
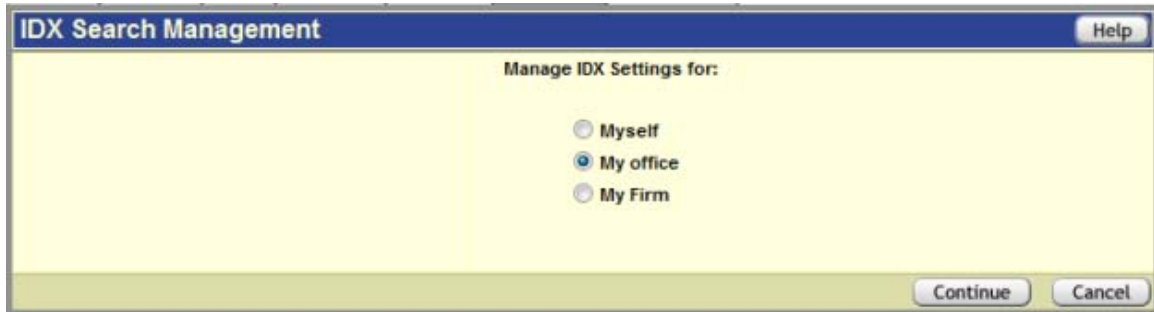
URL Tab

You must begin IDX configuration by identifying the URL (web address) for at least one website. You can enter URLs for up to three websites.

NOTE: If more than one person updates the IDX search template, the most recent modifications apply. At the URL tab, check the "Last Modified" timestamp for the latest update time.

To Configure Website URLs

1. At the URL tab, enter the first complete website address. (NOTE: Do not include the page name. For example, if the requesting page is 'http://www.xyzrealty/page.htm' enter only: 'http://www.xyzrealty.com/'.)

2. Optional: Use remaining URL fields to enter more URLs.

3. Click **Continue** to configure, preview, and test TREB's standard IDX search and report templates.

4. To make changes, **click another tab** to configure desired settings; OR...
   To keep the default settings, click **Save** . (See Search Settings Saved for further instructions.).

Customizing the IDX Template

The IDX Management program lets you configure your website visitors' search template. To configure settings, open the search management program from Info Centre and add or edit settings as needed.

Before previewing, save your changes. NOTE: So that you can test and make font and colour changes, you can preview without saving at the Template tab.

Each time you click "Save" the management program displays the Search Settings Saved page. Click "Continue" to return to the IDX Management program.

Several tabs offer options to customize both the search template and results forms:

Search Criteria Tab: Optionally, limit consumer searches to particular property classes and geographic areas.

Location Map Tab: Optionally, set a default location and zoom level for the consumer search template

Data Configuration Tab: Optionally, for each property class in turn: Restrict listings that will return search results for the consumer search, and select fields to display on the consumer search template.

Options Tab: Assign email settings so that clients can contact you.

Templates Tab: Assign font and colour attributes.

Search Settings Saved Page

The "Search Settings Saved" page opens whenever you save your work in the IDX Management program.

- **If you are not finished** making template changes, click "Continue" to return to IDX Management.
- **If you are finished** making template changes, refer to the information below.

Inserting Your Template at a Website Page

The "Search Settings Saved" page provides your IDX key(s) as well as the code your web developer must use to integrate the IDX search on a page in your website.

If you want to insert the template directly, use code from the top of the Search Settings Saved page. If you want to insert your template into an iFrame , use code from the bottom of the page.

To Finish Configuration and Provide Instructions to Your Web Developer

1. To print your IDX key and sample code, click the link **here** at the bottom of the page.
2. To email the key and sample code, select the checkbox at **Email instruction to your web developer**.
3. At the **Sent To Email** text box, enter your web developer's email address, then click **Email**.
4. If you are finished with configuration, click **Finish**. To continue with configuration, click **Continue**.

Search Criteria Tab

At the Search Criteria tab, you can optionally limit client searches on your site to particular classes and locations. To allow visitors to search and display listings in *all* classes and locations, make no changes at this tab.

Class

Client searches on your site are limited to the property classes you select here. By default, all classes are selected. If you de-select one or more classes, your clients will not able to search them on your site (although they may be able to on another salesperson, office, or firm site).

Geographic Area

If you want to limit the geographic area for searches on your site, select an Area, one or more Municipalities, and optionally one or more Communities if available. If you don't specify a geographic area, the system allows searches in all locations. NOTE: The system combines Communities for up to two Municipalities.

This step is optional. By default, all listings in the database are available for consumer searches.

- Choose one Area.
- Choose one or more Municipalities. To select multiple, press and hold down the CTRL key, then click on each desired option (CTRL+Click).
- If you have chosen no more than two Municipalities, the Community list fills. You may optionally choose one or more Communities
- To de-select all, click the blank space at the top of the list.
- To de-select one of multiple selections, CTRL+Click the option you don't want.

Location Map Tab

At the Location Map tab, you can use the interactive map to choose the centre point and zoom level that consumers will see when they enter the IDX search at your website. Configuration and use of the default location is similar to Map Search.

- To choose a centre-point ▣ and zoom level, type an address and Municipality, then click Find.
- Zoom as desired.
- To keep this as the template's default location, click "Save".

    NOTE: The Save button functions as it does at every tab: it saves all current configuration settings including a default location (centre point) if you have set one. When the "Search Settings Saved" page displays, click "Continue" to return to the IDX Management program.
- To return to the default location after moving the map, click "Go to Default Location".
- To zoom in further at the centre point, double click the pushpin.

Data Configuration Tab

At the Data Configuration tab you can configure fields for each Class in turn. To define and apply the settings, choose a Class tab, then click a sub-tab for one of the following actions:

Tab 1: Restrict Search Results: Optionally define criteria that further limits the listings - of the selected class - that are available for client searches.

Tab 2: Search Template Fields: Optionally add or remove search template fields for the selected class.

Data Configuration by Class - Restrict Search Results

At the Data Configuration tab, you can limit properties to the ones in your market niche by entering search criteria for appropriate classes.

If you add no criteria at this page, consumer searches will be limited only by the selections you made at the Search Criteria tab.

Selecting Restrictive Criteria

As desired, select fields from the "Select an item" drop-down list. Each item for which you set attributes will further restrict the listings available to visitors at search results.

To Enter Restrictive Search Criteria

1. Select the Class tab for which you want to restrict searching.
2. Select the **Restrict Search Results tab**
3. At **Select an item**, select a field from the dropdown list.
4. Enter (or select) attributes as required.
5. Repeat steps 3-4 until the search criteria is completely defined for the current class.
6. Repeat steps 1-5 at each Class for which you want to restrict searching.
7. To choose fields for the search template, click the Search Template: Fields tab .
8. To save your work, click **Save**.

Data Configuration by Class - Search Template Fields

At the Data Configuration "Search Template Fields" tab, you can choose and arrange the order of fields, set field size and "Min" and "Max"prompts, and add horizontal lines and text messages between groups of fields.

If you do not customize the fields for each class' search template, the system uses a default set of fields.

Available Fields: List of fields not yet selected for the search template. Also displays options for horizontal line and text message; these items can be used as many times as needed.

Current Selection: List of fields you have chosen to include in the template. Also displays added lines and text message markers. All elements display in the order they will appear in the search template. To move a field up or down so it will display in the order you want, select the field and click "Move Up" or "Move Down" as many times as needed. To add a field, select it under "Available Fields" and click "Add=>" . To remove a field, select it under "Current Selection" and click "<=Remove".

Customize: Options for customizing the selected field label, size, prompts (such as "Min" and "Max"), feature choices, and in some cases the number of times to repeat the field on the template (for "OR" searches). To customize an instructional text message, enter text at the text box. Text in your message may be formatted in bold (B), italic (I), or underlined (U), using the small formatting icons below the message box.

Add =>	Adds the field or marker to Current Selections list.
<= Remove	Removes the field or marker from Current Selections list.
Move Up	Moves selected field or marker up one row. (Repeat as needed.)
Move Down	Moves selected field or marker down one row. (Repeat as needed.)
Save	Saves the configured fields.
Preview	Displays the template with the fields defined at the Current Selection list.

Customizing Fields

As you add fields to the template, customization options appear at "Customize". Here you can enter a field label and, depending on the type of field, specify entry field size, prompt labels, number of "OR" options, and so forth. For a more in-depth discussion of field types that are used in TMLS searches, see Entering Search Criteria.

Label	Field label that appears on the search template
Size of Entry Field	Size for text entry box (# of characters)
Prompts	Field labels for min/max fields. You can change both labels, or leave the first one blank & enter "thru", to appear between boxes.
# List Entries Visible	# rows visible in scrollable, multi-select list box (determines height of box)

Text Messages

The Available Fields list includes a text message option:

-- Text Message --

Text messages are useful, with or without horizontal lines, to label or provide instructions for a group of fields. Save and preview the template as you add fields and text messages, in order to achieve a pleasing arrangement. Move the -- Text Message -- marker up or down in the Current Selection list, or remove it as needed.

Customizing Text Messages

With the "-- Text Message --" option highlighted in the Currently Selected list, look under "Customize". Here you can enter text, and change its font attributes (bold, italic, and underline) with formatting icons along the bottom. Attributes affect the entire message, not just selected portions of it.

Unselected formatting icons are **black**. When you click to select a formatting icon it turns **red**, and it remains red until you de-select it.
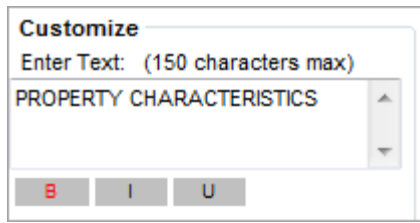
B	Bold
I	Italic
U	Underline

Horizontal Lines

The Available Fields list includes a horizontal line option:

-- Horizontal Line --

Lines are useful, with or without text messages, for separating groups of fields. Preview the template as you add fields and horizontal lines, in order to achieve a pleasing arrangement. Move the -- Horizontal Line -- marker up or down in the Current Selection list, or remove it as needed.

Options Tab

At the Options tab you may choose an email address for the email links that display on the consumer search template's "Contacts" tab and Details.

When configuring a template for a personal website, you may choose your TREB membership email address or enter a different one.

When configuring an office or firm template, you may optionally enter a custom email address.

Note: If you don't provide an email address, the Contact tab and Details report will simply display the office/firm address and phone# (if they are provided). If no email address is included, visitors to the website will not be able to reach you by email.

Templates Tab

At the "Templates" tab you can customize the appearance of font and colours for your IDX search template and Results list.

- At this page only, you can view template changes in Preview before you save your settings. This allows you to experiment with quick changes in font and colours.
- To reset attributes to your last-saved settings, click "Reset Values".

Text and Colour Settings

Global Font: Choose the font family and size for the template labels and text.

Form Options: To set colours for the search template's headers and labels, enter a hex colour code if you know the one you want, or choose a colour from the colour wheel. The new colour and hex code displays in the text box.

- *Global Settings Background Colour:* Changes the background colour of the entire template. It can be set to match the background of the web site to look like one continuous page.
- *Active Tab Background & Text Colour:* Changes the background and text colour of active tabs (Search/Results; Map/Details/Contact).
- *Inactive Tab Background & Text Colour:* Changes the background and text colour of inactive tabs (Search/Results; Map/Details/Contact).
- *Label Text Colour:* Changes the text colour of field labels (example: Location, Bedrooms, etc.).
- *Link Text Colour:* Changes the colour of link text (example: >> More Options)
- *Notification Background & Text Colour:*Changes the colour of the background and text colour of the system's instructional text above your template.

Results Options: To set the Results List background and text colours, enter or choose (as above) a colour for the list's header, even and odd rows, and hover row.

- *Summary Header Background & Text colours:* Changes the background colour and text colours of the Summary heading.

Report Options: To set colours for the Listing Report's background and text colours, enter or choose (as above) a colour for background and text.

- *Report Background &Text colours:* Changes the background and text colours for the whole report. (Example: background colour may be pale blue, while text is black.)

To Set Text and Colours for The Search Template, Results List, and Report

1. Click the **Templates** tab.
2. At each attribute you want to change, enter a value or choose from the colour wheel (see image above).
3. Click **Preview** to view changes; make updates as needed.
4. To save your work, click **Save**; or choose another tab to continue.

Previewing the IDX Search

Preview allows you to use and view your IDX search just as your clients will. Throughout configuration, Preview is available at any IDX Management tab. Unsaved changes - with the exception of those made at the template tab - do not display in Preview.

The IDX search displays the search criteria and results tabs in the left panel, and a Bing map in the right panel. NOTE: The appearance of your IDX search template depends on your configuration. The examples that follow may not look exactly like yours.
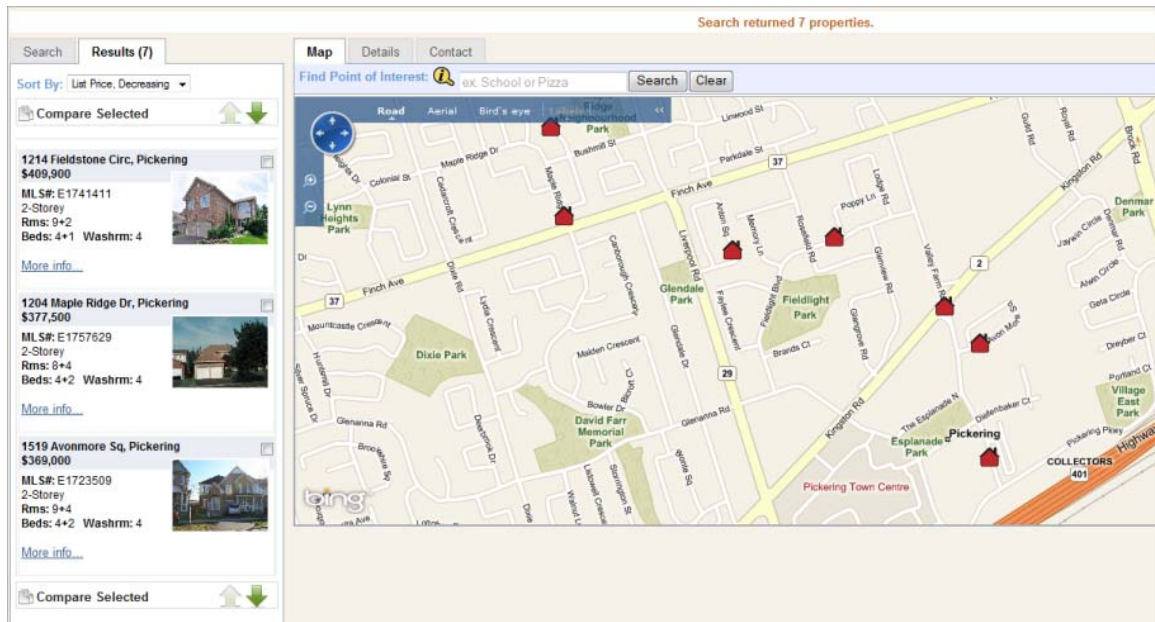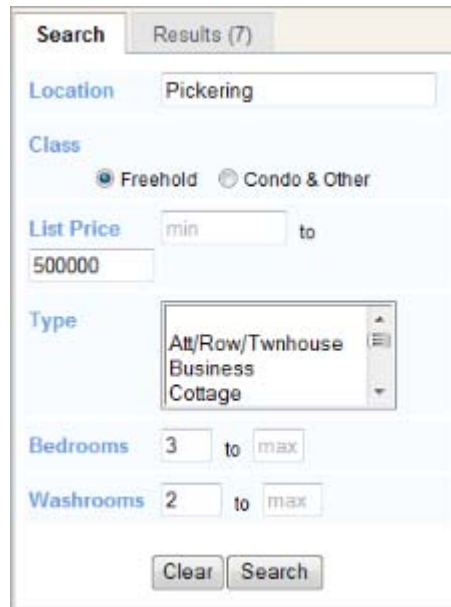
Search Criteria, Search Results, and the Interactive Map

The IDX search is similar to a TorontoMLS map search. Clients can move and zoom the map to a desired location, then fine-tune results by adding search criteria. Alternatively, they may start the search by adding search criteria, then narrow results by fine-tuning the map to a precise location. Click "Clear" between searches to remove unintended search criteria.

Search Tab

At the Search tab, enter a location, select a class, and choose additional criteria as desired. To initiate the search, click Search. NOTE: The search fields that display depend both on the class selected by the client and the fields you have configured for the class. To clear search criteria, click Clear.

Results Tab

The Results tab shows basic information about properties returned by the search. If too many properties are returned, no results display, and instructions appear above the map to narrow the search criteria or zoom in on the map. Likewise, if too few properties are returned by the search, no results display and the client may need to zoom out on the map or change search criteria so that it is less restrictive.
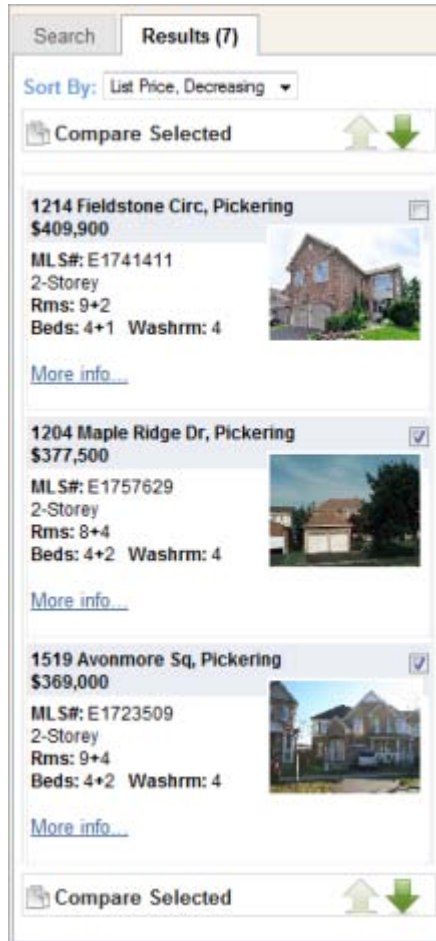
- To sort results by list price in either increasing or decreasing order, select the desired option at the "Sort By" drop-down list.
- To scroll through all pages of results, where listings display three at a time, click the large green up- and down-arrows.
- To view a comparison report of two or three properties, select properties, then click "Compare Selected".
- To view a listing detail report, click "More info..." at any property.

Map Tab

In Road view, use the mouse or top-left-corner navigation tools to position and zoom in or out on the map as needed. A marker displays for each property located, and each displays on the Results tab.
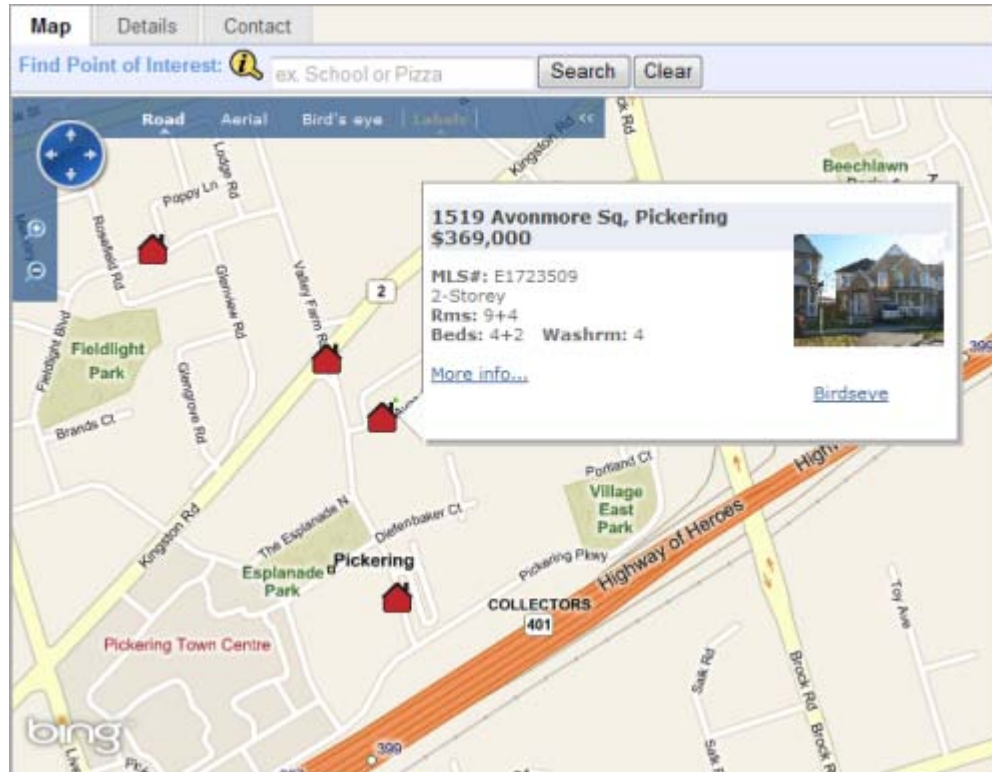
- To move the map, hold the left mouse button and move the mouse in the desired direction.
- To zoom in, roll the mouse wheel away from you.
- To zoom out, roll the mouse wheel toward you.
- To view a popup with basic listing information, mouse over a marker. (If markers are clustered, the popup displays the properties sorted by list price.)
- To view a listing detail report, click "More info..." at the popup.
- To change views, choose Road, Aerial, or Birds Eye at the top of the map. (NOTE: Aerial and Birds Eye views cannot be used for searches.)
- To see points of interest on your map, type an item like parks, hospitals, schools and so forth at the "Find Points of Interest" text box; then click Search.

Details Tab

The Details tab has two sub tabs: Report and Photos.

- The Report tab displays listing detail reports for each matching listing. If you clicked "More Info..." at a particular listing, that listing's report displays first. Use First, Previous, Next, and Last links at the top of the page to move through all the detail reports.
- You may select either metres or feet to display room dimensions.
- The Photos tab displays all photos associated with the current listing.
- To email the listing salesperson or office, click the "E-mail Realtor" link.
- To map the listing in Birds Eye view, click "Map Property".

- To view a property's virtual tour, if available, click "Virtual Tour".
- To print a detail report, click "Printer Friendly" then CTRL+P to print the page.

Contact Tab

The Contact tab provides phone and e-mail contact information for clients interested in a listing or who want to arrange a visit to similar properties.

Glossary

TorontoMLS Glossary

archived listing

Listings that are sold or expired and older than three years.

available

Listings available for sale or lease.

CMA

Comparable Market Analysis (also called Comparative Market Analysis).

contacts

Clients, vendors, and others for whom you'd like to store phone, address, email, and appointment information. Any contact for whom you enter an email address is automatically added to the email address book. You can upload contacts from Outlook or Outlook Express.

MLS

Multiple Listing Service.

notice pages

Report of all new and changed listings in your market areas.

prospect match

System search for your buyers' requirements, as new and revised listings become available. The system alerts you about new matches for a prospect via Info Centre and email.

template search

Search form in which you enter search text where desired (e.g., Quick Search or Brokerage Search) as opposed to Flex Search, where no template is provided.

unavailable

Listings no longer available for sale or lease. Note: Listings that are sold or expired and older than three years are archived.

virtual tour

360° panoramic tour of a listing, posted on the Internet. A "Virtual Tour" button is provided on the full listing report when a tour is available for that listing.

Index